



CREE NATION CHILD & FAMILY CARING AGENCY

POSITION: Human Resource Generalist - Permanent Position
LOCATION: Regional Office
OFFICE: Opaskwayak, Manitoba

*Cree Nation Child & Family Caring Agency (CNCFCA) is responsible for administering and providing for the delivery of Child and Family Services. CNCFCA is dedicated to providing comprehensive CFS Services that are community-based and incorporate both protection and prevention services.
Our agency will strive to maintain family unity.*

POSITION SUMMARY:

The Human Resource Generalist facilitates and provides a full range of HR services to CNCFCA and all employees in various locations. Provides guidance, support and direction regarding all Human Resources matters to all CNCFCA.

RESPONSIBILITIES:

- Employee Attendance
- Training and Development
- Benefits Administration
- Compensation
- Recruitment and Selection
- Employee Communication

EDUCATION & TRAINING:

- Human Resources Management Diploma or related equivalent education (preferred)
- Minimum three years human resources management experience is required
- Ability to use a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint and database systems
- Ability to deal effectively with a variety of visitors and circumstances
- Knowledge of customer service (preferred)
- Good organizational skills and working knowledge of office and administrative procedures and related equipment (preferred)
- Excellent oral and effective communication skills (preferred)

CONDITIONS OF EMPLOYMENT:

- Must pass a child abuse registry check and prior contact check
- Cannot be active on a protection case.
- Must maintain absolute confidentiality in accordance with agency requirements.
- Varied amounts of travel required
- Must have a valid Manitoba's driver's license
- Must be able to provide own vehicle for work
- Other duties related to the position may be assigned

Deadline: January 22, 2025 @ 4:00 PM

**SUBMIT COVER LETTER & RESUME ALONG WITH THREE (3) REFERENCES MARKED
“PERSONAL & CONFIDENTIAL” TO:**

Human Resource Manager
Cree Nation Child & Family Caring Agency
Box 10130
Opaskwayak, MB R0B 2J0
Fax: 204-623-3847
Email: hr@creenation.ca

We thank all who apply and advise that only those selected for further consideration will be contacted.

“Please visit our website at <https://creenation.ca>”