



Kainaiwa Children's Services Corporation

Box 120, Standoff, Alberta T0L 1Y0
Telephone: (403) 737-2900 Fax: (403) 737-3299
Toll Free: 1-800-527-8627

Employment Opportunities

Kainaiwa Children's Services Corporation is a growing, dynamic First Nations organization providing programs and services to Blood Tribe children and families in need of support and protection so that they can become positive, healthy contributing members of our community

We are now accepting applications for the following position with the Human Resource Department

RECRUITMENT OFFICER – Human Resource Department

One (1) Term Position

Term: 6 Months Contract

Competition # 122118-HR

Position Summary: Under the direct supervision of the Human Resource Manager, and under the guidance of the values of *Kainayssini*, The Recruitment Officer will be responsible for staffing services supporting the attraction and retention of a qualified and suitable workforce; shall also assist in activities undertaken to attract, develop and maintain an effective workforce with the Organization; The Recruitment Officer shall also be responsible for the duties as outlined below and or as directed by the Human Resource Manager.

Duties: Performs the general administrative functions with regards to recruitment, selection and orientation of new staff; Network and liaise with KCSC Management and Supervisors to ensure the recruitment process is maintained; ensure the management and implementation of proper advertisement and preparation of recruitment, receipt of applicants, correspondence, screening, interviewing, reference checking, candidate selection recommendations and employee documentation is complete. Additional duties may be required as specifically assigned by the Human Resource Manager.

Qualifications:

- Diploma in Business Administration with related experience, or related diploma with a minimum two years related experience;
- Knowledge of Human Resource directives, Federal and Provincial Legislation / Codes, an asset;
- Proficient use of various computers and software;
- Must possess good Interpersonal, written and verbal communication and presentation skills;
- Teamwork, relationship building, problem solving and organizational skills an asset;
- Project management and planning, and strategic thinking skills an asset;
- Working knowledge of the Blackfoot language and culture is an asset;

Deadline: January 16, 2019 (4:30 p.m.)

All positions must be willing to work in a team environment; Must possess a valid Driver's License and reliable transportation; Undergo a Criminal Record Check and an Intervention Services Information System (ISIS) Check; Confidentiality is a necessity.

Submit/Fax/Email Resume's and Cover Letters, quoting the **COMPETITION NUMBER** to:

Kainaiwa Children's Services Corporation

Attn: Corporate Services Department

Box 120 Standoff AB T0L 1Y0

Fax: 737-3299

Email: recruitment@kainaicsc.ca & Website: www.kainaicsc.ca



IMPORTANT: Application must include the following:

1. Resume (including Degree/Diploma/Certificate) and/or other pertinent documents with three (3) current employment references
2. Current Criminal Record Check and Intervention Services Information System Check
3. Copy of Driver's license

****Please Note:** Only complete applications will be considered and only those granted an interview will be contacted**