



Kitchenuhmaykoosib Inninuwug Dibenjikewin Onaakonikewin (KIDO) Maamao Dibenjikewin Kanawaabajikewin (MDK)

KIDO, the “KI Family Law”, has a vision is to create healthy self, healthy family, and healthy community. The emphasis of service is on family healing and maintaining connections within families and the community. KIDO’s mission is that our dibenjikewinan (families) can raise our awaashishag (children) and oshkaadizag (youth) in healthy homes.

HUMAN RESOURCE STAFF JOB AD- (1 Position located in KI)

POSITION SUMMARY

The **HR Staff** will be required to foster a safe work environment. They will manage employee relations, recruiting, handling disciplinary needs, and will be required to do data entry into the Redman database system. This position will report and be responsible to the KIDO Office Manager.

QUALIFICATIONS

1. Attainment of either a high school or a combination of education and work experience resulting in similar skill is preferred.
2. A minimum of five (5) years experience in a front-line non-profit office setting is required.
3. Must have strong data processing skills and excellent analytical skills.
4. Must be personable, professional, and reliable for attendance to work.
5. Must have excellent verbal and written communication skills in English and a good verbal command of Anishiniimowin language.
6. Must possess good knowledge and expertise of Microsoft Excel, Word, and Outlook.
7. Must be able to work in a team setting and to multi-task when required.
8. Have an interest in learning new skills and upgrading educational level, for which on the job training will be provided in order to better serve to dibenjikewin, awaashish and oshkaadiz of KI.
9. Working knowledge of KIDO and the MDK Service Model.
10. Preference given to those that have experience and understanding of the history of KI, including the traditional culture and the impacts colonization has had on the community; but anyone without this will receive required training and a textbook on the community will be provided.
11. Must carry out KIDO principles, mission, and values.
12. Professional integrity and ability to maintain confidentiality are essential.
13. Ability to manage time of assigned duties and work flexible hours is essential.



14. A valid driver's license is mandatory.
15. A Criminal Record Check, with a Vulnerable Sector Check, is required.
16. Ability to travel is required (KI, Sioux Lookout, Thunder Bay).

DUTIES AND RESPONSIBILITIES

1. Must assist with recruiting and hiring process.
2. Create interview questionnaires, form hiring committee, conduct interviews, and write letters of offer.
3. Conduct employee evaluations.
4. Annual review of KIDO's personnel manual.
5. Assist with payroll.
6. Create and maintenance of personnel files.
7. Create reports to manage payroll payments, deductions and other regular modifications
8. Foster a safe work environment and maintain a good work culture.
9. Manage employee relations and handle disciplinary actions.
10. Must approach all their work based on love and compassion; and remain professional and set aside personal issues, keeping an open mind and not being judgmental.
11. Follow and understand the duties in KIDO and the MDK policy.
12. Participate in training and complete training required under KIDO.
13. To monitor the employee attendance reports during regular work hours.
14. To maintain confidentiality while carrying out tasks, and sign an Oath of Confidentiality.
15. Other duties as required.

NOTE: While formal education is listed in the qualification section the hiring committee will consider it favourably when the candidate themselves is from KI and have local knowledge of the community, reserve life, and culture. For example, they know and have a relationship with the homelands, know KI spirituality, know the prayers, the landscapes, the waters, the people, the way we view our elders, the challenges of living in a remote reserve and can show a commitment to helping awaashish, oshkaadiz egwa dibenjikewinan of KI. It will also be an asset if the candidate can walk their talk, for example, lives a healthy lifestyle themselves and have a healthy dibenjikewin life.

***Interested applicants please send your resume to receptiontbay@kido209.ca asap (use HR Staff as the subject).**