



Human Resources Assistant

FTE: 1.0

Status: Twelve (12) month contract with possibility for permanent
Closing Date: Open until filled

The **Gizhewaadiziwin Health Access Centre** is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers.

The Gizhewaadiziwin Health Access Centre, located in the heart of the Fort Frances Tribal Area and the Rainy River District, is the result of a unique partnership between area First Nations, the United Native Friendship Centre and the Sunset Country Metis.

Summary of Position:

The Human Resources (HR) Assistant duties involve a wide range of support activities including coordinating meetings to maintaining our employee database to posting job ads on all social media and website. An important part of the HR Assistant role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. The HR Assistant will also assist in creating policies, processes and documents. A significant part of this role will be assisting in recruitment and onboarding processes. The HR Assistant will report directly to the HR Manager.

Qualifications:

- Diploma or certificate in Human Resources or related (preferred).
- 2+ years of experience as an HR Assistant in lieu of education will be considered.
- Exposure to labor law and employment equity regulations.
- Effective HR administration and people management skills.
- Exposure to payroll practices.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office, social media and website administration and related business and communication tools.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail.
- Ability to accurately follow instructions.
- Valid Ontario Driver's License.
- As per policy, applicants should note that COVID-19 vaccination, clear Vulnerable Sector Criminal Record check as well as Drivers Abstract is a condition of employment within Gizhewaadiziwin Health Access Centre.

Desired:

- Experience and understanding of local Indigenous communities and culture within the Rainy River district an asset.
- Ability to speak Ojibway is an asset.
- First Nations, Inuit or Metis candidates are encouraged to apply. Please self-identify.

A complete Job Description is available by contacting Cheryl McEvoy, HR Manager at 274-3131.

Qualified applicants are invited to submit a resume, covering letter, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

**Attention: Personnel Committee
Gizhewaadiziwin Health Access Centre
RMB 2004, RR #2
Fort Frances, ON P9A 3M9
cmcevoy@gizhac.com**

We thank all candidates in advance, however, only those selected for an interview will be contacted. Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.