



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
Location: 315 McGee Street, Winnipeg, Manitoba

Position: Human Resources Generalist
One (1) Full-Time Permanent Position

Under the direction of the Director of Human Resources, the Human Resources Generalist will assist in planning and organizing all aspects of the Human Resource functions. This will include but not limited to employment, recruitment & selection, performance management, labour relations, training & development, employee communications, benefit administration, employee retention and compensation. The Human Resources Generalist will assist in the development and promotion of human resource policies, processes and strategies.

Key Responsibilities:

- Assists in the activities of the Human Resources department
- Assists with planning and promotion of HR policies and procedures
- Assists managers in the implementation of best practices in human resource management

Qualifications:

- Post-secondary degree or diploma in Human Resources or Business related discipline
- 3-5 years of experience in Human Resources
- Knowledge of CFSIS with particular focus on AEM is an asset
- Interpersonal skills necessary to interact effectively with employees and managers
- Experience with recruitment and retention strategies
- Knowledge of labour and employee relations
- Experienced in Child and Family Services or Social Services is an asset
- Demonstrated understanding and respect for Indigenous culture

Working Conditions:

- Must have a satisfactory Criminal Record Check, Child Abuse Registry Check, Prior Contact Check and Driver's Abstract
- Must adhere to confidentiality when working with sensitive information
- Must be willing to travel
- Must have a valid driver's license and access to vehicle

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

Closing Date: Friday, January 18, 2019

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition Number 2019-002** on your resume/cover letter in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2019-002
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted