



Dnaagdawenmag Binnoojiiyag
CHILD & FAMILY SERVICES

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Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

Recruitment & Training Coordinator

Two Year Contract

Purpose of the Position:

Reporting to the Human Resource Manager, the Recruitment & Training Coordinator is responsible for the recruitment of new staff, training under the legislated new worker authorization process for mandated protection workers, public engagement and other administrative tasks as required.

Responsibilities:

1. Recruitment

- Coordinate recruitment activities:
 - a. Post and advertise for job openings.
 - b. Maintain resume and applicant profile database.
 - c. Screen resumes and employment applications.
 - d. Schedule and coordinate candidate interviews.
 - e. Verify applicant references, certifications, licenses, and educational credentials.

2. Training

- Plan, coordinate and administer all aspects of training programs for all staff as required.
- Assess training needs, schedule and coordinate training courses with internal and external training providers.
- Keep record of attendees and all documentation related to the training.
- Coordinate, schedule and monitor re-certifications as required.
- Track, communicate and ensure DBCFS authorized worker numbers will be sufficient for Designation.

3. Public Engagement & Networking

- Deliver information about DBCFS's human resource needs to community members throughout the catchment area with regard to: employment opportunities (current, short-term, long-term), salary ranges for the various careers, educational requirements for various positions, experience requirements for various positions, etc.
- Develop a strong network between DBCFS and employment, training and education officers throughout the catchment area to improve their knowledge of DBCFS and ongoing human resource needs.
- Develop a strong network between DBCFS and high schools, colleges, universities and training institutes to ensure DBCFS is recognized as a quality employer for career path guidance and referrals of promising social work graduates.

4. Administrative

- Liaise between employees and management in a courteous and professional manner.
- Regularly liaise with Director of Services about training and recruitment needs.
- Prepare department reports as requested.
- Lead special projects as assigned.

5. Other Duties

- Ensures the effective implementation of other duties as determined by the Human Resource Manager.

Preferred Requirements

The successful applicant should have:

- a post-secondary degree or diploma in human resources, or a combination of experience and training
- a minimum of 2 years related experience in Human Resources
- ability to work flexible hours;
- ability to travel, possess a valid class "G" driver's license and a reliable vehicle with \$2 million liability insurance;
- an acceptable Driver's Abstract;

Knowledge Requirements

The successful applicant will have:

- a strong knowledge base of the required training process for protection workers
- a good understanding and working knowledge of HR policies and procedures and employee relations
- excellent verbal and written communication skills with a positive attitude
- the ability to exercise discretion and confidentiality
- interpersonal, analytical and organizations skills with attention to detail
- demonstrated aptitude for continuous learning and innovative thinking
- have a solid background in the use of computers with specific knowledge of MAC computers and applications including Microsoft Office suite

Ability Requirements

The successful applicant will demonstrate ability to:

- relate effectively to staff and management as a diplomatic and flexible team player
- work effectively with the management and staff of other programs/agencies
- ability to work independently with initiative and leadership
- exercise good judgement, analytical, and decision-making skills
- work flexible hours as required
- provide an acceptable CPIC and VPSS

Salary: \$45,000 - \$50,000

**Closing Date: Open Until Filled (First Screening: Wednesday, May 3, 2017, 12:00 noon)
Only those selected will be contacted for an interview.**

For full Job Description please email careers@binnoojiyag.ca

Please send DBCFS Employment Application, cover letter, resume and 3 work related references to:

Laurie Paudash, HR Manager
Dnaagdawenmag Binnoojiyag Child & Family Services,
517 Hiawatha Line,
Hiawatha First Nation, ON, K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiyag.ca

Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply and identify themselves in their cover letter.
2. Job description subject to Board approval.