

Job Description

POSITION:	Human Resources Assistant
ACCOUNTABILITY:	Human Resources Supervisor – Recruitment
CLASSIFICATION:	Full-time
DATE APPROVED:	April 15, 2026

JOB PURPOSE

The Human Resources Assistant is responsible for providing administrative support to the Human Resources Department and assisting with the development and delivery of strategic human resources initiatives and activities. The Human Resources Assistant functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Recruitment, Selection and Onboarding:

Provide support and coordination to Recruitment, Selection and Onboarding Processes.

- Prepare and post job postings internally and externally as required;
- Maintain Agency Human Resources email;
- Maintain job competition files and active record of applicants;
- Coordinate and participate on hiring committees as applicable;
- Maintain applications and prepare recruitment packages including relevant forms and documents;
- Coordinate and schedule screening and interviews for recruitment competitions;
- Provide hiring recommendation to Human Resources Officer/Supervisor – Recruitment;
- Ensure consent forms are completed and forwarded as appropriate;
- Conduct all necessary reference checks on recommended candidates;
- Conduct onboarding pre-arrival meetings with new employees prior to starting;
- Assist with organizing and delivering the Agency Human Resources orientation to all new hires;
- Prepare letters for unsuccessful applicants;
- File and purge recruitment files according to policy;
- Communicate infrastructure and technology requirements for new hires/changes in employment and prepare paperwork.

Records Maintenance:

Maintain Human Resource Records and Employee Listing.

- Input and maintain the Human Resource Records, personnel files and HR filing system on a regular and consistent basis;
- Assist with developing, maintaining and tracking performance management records;
- Assist with monitoring and tracking probationary periods, performance appraisal dates, contract end dates, and other human resource data.

Benefits and Pension:

Provide support for Benefit and Pension administration.

- Assist with entering new employees and removing exiting employees in the benefit plan as requested;
- Answer inquiries from staff on the benefit and pension plans;
- Provide employee numbers to finance from time management system for Pension enrollment;
- Maintain employee information in the benefit plan and assist with processing changes to employee information.

Attendance and Time Management:

Provide support for attendance and time management.

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- Assist with entering new employees and removing exiting employees in the time management system and provide employee with login information;
- Answer inquiries from staff on attendance and time management system;
- Maintain employee information in the time management system and assist with processing changes to employee information;
- Review time management system for accuracy and follow up with Supervisors and Managers to make adjustments;
- Ensure time management system is authorized and locked after each pay period;
- Make various calculations as required, such as vacation entitlements and service credit. Generate and provide attendance balance reports as requested.

Promotion:

To promote the Agency as an 'Employer of Choice'.

- Recommend improvements to Agency marketing and recruitment tools to assist with establishing the Agency's reputation as a recognizable "employer of choice" both internally and externally;
- Research and recommend new sources to advertise job opportunities;
- Attend and set up at job fairs, career fairs and other events as requested;
- Assist and support with public presentations to promote the Agency and attract potential candidates;
- Develop and maintain partnerships with First Nations, other Agencies, Post Secondary Institutions and organizations to promote the Agency and attract potential candidates;
- Maintain and present a positive and professional image of the Human Resources Department at all times.

Human Resources Team Support:

Provide support to the Human Resources Team.

- Support the Director of Human Resources and Officers in all Human Resources functions, as required;
- Respond to internal and external Human Resources related inquiries from applicants, staff, supervisors, managers and other parties;
- Advise employees, supervisors and managers on the interpretation and application of human resources policies and procedure and applicable legislation (ESA, OHRC, AODA, OHSA);
- Support the Human Resources Director and Officers in ensuring organization-wide compliance with policies, procedures and applicable legislation and regulations.
- Develop processes to track, document and ensure compliance;
- Participate in human resource projects, conduct research and prepare analysis as requested;
- Assist with the implementation of strategic human resources initiatives and activities;
- Prepare, organize, schedule and document team meetings; record and develop meeting minutes;
- Draft policies and other correspondence, documents and letters as directed.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external stakeholders;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;

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- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishnaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties:

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities
- Participate in internal or external committees as required or assigned
- Perform additional related duties in accordance with job responsibilities and department objectives
- Participate in training, cultural events and other mandatory training as required
- Other duties as required or assigned

QUALIFICATIONS

Minimum Education

- Post-secondary degree or diploma in Business Administration or Human Resources
- Certified Human Resources Professional (CHRP) Designation preferred or actively working towards achieving designation

Minimum Experience

- Two (2) years' experience in the human resource field, preferably in an Anishnawbek organization
- Experience working with Indigenous people, organizations and communities
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of Employment Standards Act, Ontario Human Rights Act, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act and other relevant human resources legislation
- Knowledge of external services and service agencies
- Knowledge of best practices in administrative processes
- Knowledge and understanding of human resources administrative processes
- Knowledge of North Shore First Nations

Special Skills

- Excellent computer skills with MS Office software and HRIS software
- Excellent interpersonal skills and the ability to work with all levels of employees in a professional manner
- Excellent customer service skills
- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Excellent attention to detail
- Excellent problem solving skills
- Ability to work within a team environment

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- Ability to take initiative and work independently
- Ability to meet deadlines and administer multiple priorities in a fast-paced environment
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive, helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

WORK SITE LOCATION

The location for this position is to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Human Resources Assistant will typically be in an office setting. The Human Resources Assistant is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Human Resources Assistant will be required to travel to meetings within the district. Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

The administration of an office setting and team members can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Human Resources Assistant to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

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TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones.

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

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The position requires interaction with the Human Resources Department and all levels of staff in the Agency.

External

The position may interact with First Nation communities, and all service-related agencies within the First Nation that respond to child welfare service delivery needs.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date