



The Wiikwemkoong Child and Family Services is seeking a **Human Resource Generalist** to support the success and daily operations of the Child and Family Services program. Guided by Wiikwemkoong's Gchi Naaknigewin, the Children's Bill of Rights, Community Standards, and relevant provincial and federal legislation, this role is responsible for HR development, administration, and overall human resource management within the program. The Human Resource Generalist works closely with leadership and reports directly to the Director of Child and Family Services.

## RESPONSIBILITIES

- Research and recommend HR management software for the Child & Family Services program.
- Ensure recruitment practices reflect First Nation cultural values and community needs.
- Develop HR recruitment, retention strategies, job postings, and position descriptions.
- Lead candidate screening, interviewing, hiring, and onboarding processes.
- Maintain and update job descriptions, HR documents, and employee records.
- Develop performance evaluation tools and employee satisfaction surveys.
- Conduct exit interviews and provide actionable recommendations.
- Support positive employee relations and workplace health and safety compliance.
- Coordinate staff training, workshops, and HR-related professional development.
- Ensure legal compliance with provincial/federal HR regulations and internal policies.
- Prepare monthly reports, attendance records, and travel expense submissions.
- Maintain confidentiality and organize both digital and physical HR files.
- Manage HR-related financial processes (purchase orders, payment requests, etc.).

## REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum 3 years' HR experience in a First Nation community or social services sector.
- Knowledge of Wiikwemkoong programs, services, and Anishinaabe culture, traditions, and the Seven Grandfather Teachings.
- Strong computer proficiency and experience with office systems/equipment.
- Excellent planning, organization, communication, customer service, and interpersonal skills.
- Strong problem-solving, conflict resolution, administrative, and research abilities.
- Effective time-management with ability to handle multiple priorities in a fast-paced environment.
- Ability to produce professional documents and meet deadlines.
- Ability to work independently and collaboratively.
- Flexibility to work varied hours as needed.
- Anishinaabemowin language skills are an asset.
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**Salary: \$83,851 Grade 8 Step 1**

**Posting: February 3rd, 2026**

**Location: (On-site)**

**Closing Date: February 20<sup>th</sup>, 2026**

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including most recent Supervisor.

### **Confidential: Human Resource Generalist**

Box 112, 19A Complex Drive, Wiikwemkoong Unceded Territory

[erc@wiikwemkoong.ca](mailto:erc@wiikwemkoong.ca)

Note: Incomplete packages and late submissions will not be reviewed. Please submit copies as there is no return of submissions. We thank all those that apply but only those selected for an interview will be contacted.