



KTC Child & Family Services

Human Resources Generalist

Office location in Red Earth Creek, AB
Full time position



Summary:

Reporting to the KTC CFS Executive Director, the Human Resources (HR) Generalist provides management, consultation, interpretation, guidance, coordination, facilitations, administration and valuation of the functions, policies, systems, processes and practices that support the KTC CCFS Human Resources.

Duties:

- Evaluate, implement and manage policies and procedures to ensure compliance with Canada Labour Code and reflect our values, vision and strategic plan, ensuring consistency and equity of administration.
- Support and facilitate the recruitment, retention, professional development, performance management and succession processes.
- To maintain human resource files; personal privacy and confidentiality meeting all legislated requirements.

Knowledge & Skills:

Education: Bachelor degree (ie. social sciences, commerce (HR) or business management) or combination of relevant experience and education. Human Resource Practitioner.

Skills & Experience: **Communication:** reading, writing, oral, presentations, strong vocabulary, listening. **Interpersonal:** Listening, observation, non-judgement, understanding, caring, compassion, resilient.

Adaptability and flexibility: resourceful to seek creative solutions. Problem solving skills coupled with analytical abilities that enable consideration of details and complexities of issues while achieving results.

Interpretation: perception, discernment, discrimination, appropriate procedures, choices, balance of information and factors, judiciousness, fairness, honesty, integrity, with courage to stand up for opinion.

Integrity & Ethics: ability to consistently maintain a high level of confidentiality, First Nations and indigenous cultural awareness and sensitivity is preferred, knowledge of KTC CFS culture, language, traditions and values would be an asset.

Additional requirements: current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance; **Please submit Intervention Record Check, Canadian Police Information Centre (CPIC) clearances and a copy of diploma/degree with resume;** submit to oath of confidentiality; personal telephone or access to telephone; current first aid certificate (note: training provided if required); be willing to adhere to agency drug & alcohol policy; **ability to speak and/or understand the Cree language would be a strong asset.** Alcohol and drug testing pre-screening will apply.

Salary will be based on academic & professional qualifications

All documents required MUST be submitted to be considered for an interview.

Closing date for applications January 28, 2020 @ 4:30pm

Please forward to:

KTC Child & Family Services

Box 279 - Red Earth Creek, AB T0G 1X0 (780) 767-2116

careers@ktccfs.ca

Fax: (780) 767-2120

We thank all candidates for their interest; however, only individuals selected for an interview will be contacted. Please note telephone interviews will not be accepted.

- www.ktccfs.com -

