



EMPLOYMENT OPPORTUNITY

Part-time Human Resource Manager

Posted Date: February 1, 2024

Closing Date: open until filled

Kackaamin Family Development Centre requires a Human Resources Coordinator or similar designation to join our growing team.

The responsibilities include recruitment and retention, onboarding, managing employee records, coordinating employee training, employee relations and engagement, performance management, working with the Kackaamin manager's team, and other relevant duties.

Hourly Wage: \$34

Job Requirements:

- Degree in Human Resources, Business Administration or related field
- Prior experience with trauma-informed employment and knowledge of intergenerational trauma
- Openness to learn about Kackaamin practice philosophy and goals of care
- 3+ years Sobriety/abstinence from alcohol, marijuana, and other substances
- Knowledge and experience regarding employment legislation
- Good communication skills
- Class 5 license is required
- Must have criminal record check (CRRP)

All applicants will be screened according to suitability. Interested applicants please submit your resume with a cover letter along with your references to apply@kackaamin.org