



## **POSITION TITLE: Human Resources Assistant**

**TERM: Full-Time, Permanent**

**SUPERVISOR: Director of Human Resources**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in the Kamloops urban area.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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### **Job Summary**

The Human Resources Assistant reports to the Director of Human Resources and provides assistance and administrative support with processing and maintaining personnel records, recruitment, orientation, employee relations, employee communication and ensuring the efficient operations of the Human Resources Department. This position requires someone who has excellent attention to detail, organization and customer service skills.

### **Qualifications**

#### **Education and Experience**

- Graduation from High School Grade 12 or equivalency;
- One to two years of experience in administrative support;
- Experience working in Human Resources Department an asset.

#### **Skills and Abilities**

- Ability to work independently and build effective interpersonal relationships;
- Strong team orientation, maturity, professionalism and customer service attitude;
- Strong communication skills;
- Exceptional organizational skills, time and priority management skills;
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat and Social Media Web platforms;

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#### **Main Office:**

153 Kootenay Way, Kamloops, BC V2H 0E6  
Ph: 250-314-9669 Fax: 250-314-9609

#### **Youth Office:**

348 A Tranquille Rd., Kamloops, BC V2B 3G6  
Ph: 250-314-9669 Fax: 250-314-9609



- Ability to use resources, be innovative and use initiative to solve problems;
- Demonstrated ability to share knowledge with others;
- Ability to deal with sensitive issues and maintain confidentiality;
- Recognizes and respects all cultural diversity and has an understanding of local Indigenous culture and traditions.

### **Working Conditions**

- Occasional travel required;
- Potential for violence in the workplace;
- Hours of work are nonstandard and connected to services and community needs;
- Receives regular supervision with direction and checks of the work performed.

### **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's Licence class 5 no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements;
- We offer a modified work week schedule, time off at Christmas, team days, cultural training, elder support and a great team to belong to!

### **Directly Supervises**

- None

### **Pay Grade**

- Starting wage \$24.9954.

## **SUBMIT COVER LETTER AND RESUME**

**Chylane Diablo – Director of Human Resources**

By 12:00 pm on Monday, March 20<sup>th</sup>

153 Kootenay Way, Kamloops, BC V2H 0E6

[Chylane.diablo@secwepemcfamilies.org](mailto:Chylane.diablo@secwepemcfamilies.org)

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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