



## EMPLOYMENT OPPORTUNITY

### Human Resource [HR] Coordinator or HR Manager

**Posted Date: January 10, 2023**

**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.

#### Job Requirements:

- Prior experience with trauma-informed practice and knowledge of intergenerational trauma
- Openness to learn about Kackaamin practice philosophy and goals of care
- Sobriety/abstinence from alcohol, marijuana, and other substances
- Experience and/or training in Human Resources field
- 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 the Executive Director, Lisa Robinson, at [lisa.r@kackaamin.org](mailto:lisa.r@kackaamin.org) and/or the Administrator, Cheryl Guineau, at [cheryl.g@kackaamin.org](mailto:cheryl.g@kackaamin.org).

t 250-723-7789

f 250-723-5926

e [info@kackaamin.org](mailto:info@kackaamin.org)

[www.kackaamin.org](http://www.kackaamin.org)

7830 Beaver Creek rd

Port Alberni, BC V9Y8N3