



## EMPLOYMENT OPPORTUNITY

### Part-time Human Resource Coordinator

**Updated Post: 21 March 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 managers' team, and other relevant duties.

Hourly Wage: \$34

#### Job Requirements:

- Education and experience in Human Resources or Business Administration
- 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](mailto:apply@kackaamin.org)