



# KAHNAWÀ:KE EDUCATION CENTER

P.O. BOX 1000  
KAHNAWAKE, QUEBEC J0L 1B0  
TEL: (450) 632-8770 FAX: (450) 632-8042  
WWW.KECEDU.CA

## EMPLOYMENT OPPORTUNITY

**POSITION:** HUMAN RESOURCES OFFICER

**LOCATION:** KAHNAWÀ:KE EDUCATION CENTER

**SALARY RANGE:** \$41,916.00 - \$50,299.00

**DURATION:** Indeterminate Contract, with six (6) month probationary period.  
Tentative Start Date: October 21, 2019.

### **REQUIREMENTS:**

- Certificate or Bachelor's Degree in business or human resource management.
- CRHA designation is considered an asset.
- Three to five years of human resource generalist experience.
- Thorough knowledge of current human resource practices and applicable employment legislation.
- A combination of education and experience will be considered.

### **APPLICATION**

**DEADLINE:** Friday, September 27, 2019 at 12:00 p.m.

### **APPLICATION REQUIREMENTS:**

All required documents must be submitted before the deadline for your application to be considered:

- Résumé
- Letter of Intent
- Three (3) professional reference contacts (Name and Number)
- Provide proof of educational requirements (see attached job description for the qualifications)

The Kahnawà:ke Education Center wishes to thank all those who apply. However, only qualified candidates with complete applications will be contacted for an interview.

**PLEASE SEND YOUR APPLICATION AND ALL REQUIRED DOCUMENTS TO:**

### **HUMAN RESOURCES DEPARTMENT**

Kahnawà:ke Education Center  
P.O. Box 1000  
Kahnawà:ke Mohawk Territory, J0L 1B0  
Email: [cv@kecedu.ca](mailto:cv@kecedu.ca)

Copies of this Employment Opportunity and Job Description are posted on bulletin boards in various establishments and public institutions throughout the community of Kahnawà:ke. Job posting and Job Descriptions are also available online at [www.kecedu.ca](http://www.kecedu.ca) and at the Kahnawà:ke Education Center reception desk. If you would like any additional information regarding this employment opportunity, please do not hesitate to contact the Kahnawà:ke Education Center, Human Resources Department at 450-632-8770.



### General Information

**Position Title:** Human Resources Officer  
**Reports To:** Director of Finance and Administration  
**Direct Reports:** Not applicable  
**Indirect Reports:** Not applicable  
**Date:** Enniska / February, 2017

### About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post secondary administration.

### Position Summary

Reporting to the Human Resources Manager the Human Resources Officer provides professional human resource generalist support to KEC and its schools. This position will be responsible carrying out duties relating to recruitment, selection, performance management, employee development, employee relations, policy development and compliance, as well as compensation and benefits administration.

### Key Accountabilities

#### Accountability 1: Strategic Human Resources Initiatives (15%)

- Responsible for carrying out special human resource projects in order to achieve organizational objectives, as directed
- Assists in the development and maintenance of human resources policies, procedures, and processes
- Identify emerging issues, trends, and problems within human resources
- Stay up-to-date on existing and forthcoming legislation to understand the impact on the organization
- Maintain professional and technical knowledge by attending educational workshops/conferences; reviewing professional publications; establishing personal networks
- Provide support to the Human Resources Manager including assisting with strategic planning and keeping the HR team informed about human resources matters
- Supports the Human Resources Assistant as required

#### Accountability 2: General Human Resource Management and Support (75%)

- Participates in full cycle recruitment process and position management while adhering to KEC strategic objectives
- Facilitates effective recruitment, selection and retention programs
- Support KEC in filling vacant positions through sourcing, screening, interviewing and selecting candidates
- Provide advice and guidance to hiring managers and supervisors on the recruitment process, terms and conditions in offers of employment and potential legal issues
- Conduct new employee orientations
- Advise managers, supervisors and employees on employee relations issues including staff retention
- Facilitate employee conflict resolution and provide advice and guidance to managers and supervisors related to conflict management
- Ensure compliance with policies and standard operating procedures



- Support the implementation of ongoing human resource programs
- Educate team members on human resource policies, procedures, and processes
- Facilitate the annual performance management program including the development of performance metrics and ensuring consistent practice across the organization
- Identify issues that impact morale, effectiveness, turnover, absenteeism, and productivity
- Provide advice and guidance to managers and supervisors related to performance issues, required coaching and appropriate disciplinary action
- Assist with compensation discussions and transparency of information
- Facilitate employee benefits program and support execution
- Formalize compensation terms for employment offers
- Advise and educate managers and employees on the administration of all compensation and benefits programs
- Assist assessing of employee training and development needs and identifying appropriate developmental opportunities
- Coach employees in career planning and ongoing skill development
- Provide advice, guidance and training to support managers and supervisors in understanding new programs and processes related to the management of their human resources

**Accountability 7: Compliance (10%)**

- Interpret, advise and ensure compliance with applicable employment legislation
- Ensure compliance with human resource policies and procedures
- Support the implementation of ongoing information technology and human resource programs

**Skill & Competency Requirements**

**Core Competencies:**

The necessary core competencies for this position include excellent problem-solving, critical thinking and collaboration. This individual will possess a high level of integrity, and an ability to build trust and demonstrate respect for people at all levels. Well-developed interpersonal communication skills and the ability to build and maintain strong relationships with employees, managers and Schools Committee members are also required.

**Technical Competencies:**

Required technical competencies for this position include well-developed general human resource skills. Effective organizational, planning, priority and time management skills are critical for this position. Proficiency in the use of technology and computer programs such as Microsoft Office, ADP payroll software and other human resource software is critical to the success of the role.

**Education, Knowledge & Experience**

This position will be of interest to candidates with:

- Three to five years of human resource generalist experience
- Thorough knowledge of current human resource practices and applicable employment legislation
- Certificate or Bachelor's Degree in business or human resource management
- CRHA designation is considered an asset
- A combination of education and experience will be considered