



Sioux Valley Dakota Nation (SVDN)

Employment Opportunity

Human Resources Generalist

Office Location: Sioux Valley Self-Governance Building
Full-time, Permanent



POSITION SUMMARY:

As the Human Resources (HR) Generalist we are looking for a self-motivated and experienced individual who can support and nourish various departments of Sioux Valley Dakota Nation (SVDN), ranging from SVDN High School in Brandon, Manitoba, to SVDN Elementary School, SVDN Early Years (Nursery, Headstart, & Daycare), to handling overall HR Generalist duties in the SVDN HR department for the organization as a whole. Responsibilities include, but are not limited to, recruitment, screening, orientation/ onboarding, benefit paperwork/inquiries, and other areas as directed. There will be clerical work, this will include filing and maintaining accurate, up-to-date HR filing systems and personnel records, and drafting reports as required.

This employment as stated is a shared between the SVDN Elementary School, SVDN High School (Located in Brandon, MB), SVDN Early Years, and the Human Resources Department. This position will have the support and be apart of the SVDN Human Resources TEAM, and will report directly to the HR Director.

DUTIES:

- Recruit applicants to meet vacancy requests
- Prepare job advertisements as required and ensure current inventory of all job postings
- Track time to fill and time to hire metrics
- Collect, screen, and select applicants for interviews in a timely manner
- Conduct entry level interviews and follow up on reference checks
- Maintain accurate and comprehensive employee personnel records, and employee contracts
- Draft general forms, letters, reports, as necessary
- Organize, maintain, and coordinate office records and employee personnel files
- Remain current on Employment Standards, Human Rights, and other legislative and legal requirements regarding Human Resources
- Coordinate daily benefits processing, including enrollments, transfers, terminations, claims, and inquiries overall with the Life Inc. team and the SVDN HR Benefits Administrator
- Other duties as assigned

QUALIFICATIONS:

- Degree, Diploma or certificate in Human Resources or a related field preferred
- CHRP designation or actively working towards designation an asset
- Strong experience in HR administration including but not limited to, managing various human resources functions, processes, guidelines, as well as managing HR projects and/or staff
- Excellent time management, verbal, and problem-solving skills
- High degree of accuracy, attention to detail and critical thinking
- Ability to manage competing demands and to be highly organized
- Demonstrated ability to handle sensitive and personal information in a confidential manner
- Broad range of computer skills, particularly in Microsoft Office products, promotional material design and data management
- Active commitment to ongoing professional development and continuous learning in the HR field
- Ability to provide as a condition of employment a Satisfactory Criminal Record Check, Clear Adult Abuse Registry Check and Clear Child Abuse Registry Check
- Valid driver's license and access to a reliable vehicle
- Knowledge of Indigenous cultural, customs, values, and traditions
- Commitment to Sioux Valley Dakota Nation mission, policies, and Dakota values

APPLICATION DEADLINE: Thursday, December 7, 2023, at 4:00 p.m.

Submit Cover letter and Resume indicating **Competition Number: 2023132**

Human Resources Department

Sioux Valley Dakota Nation, P.O. Box 38

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This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email hrapplcations@svdngovernance.com to request a copy.