



# Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

UNIT/OFFICE: Keewatino Yatthe Ghe Family Enhancement and Transition Program

LOCATION: Thompson, MB

**Position:** Human Resources Generalist  
One (1) Full Time Permanent position

## Summary of Position:

Working in the Human Resources (HR) department, the Human Resources Generalist provides leadership and advisory services to assigned communities and departments. The work is wide-ranging from recruitment, training and development, policy development and performance management advising. The work requires knowledge of, and adherence to the Agency's policies, and procedures, along with working knowledge of applicable legislation and an ability to effectively communicate with a diverse range of people. The work environment is fast-paced and requires the incumbent to use effective organizational skills to meet the demands of the job. Additionally, the incumbent must strictly follow confidentiality requirements and have the ability to work with competing priorities.

## Qualifications:

- A diploma or degree in Human Resources preferred.
- 2+ years of related experience performing human resource tasks, or a combination of related experience and education.
- Superior written, interpersonal communication, and conflict resolution skills.
- Proficiency in the use of Microsoft Office (Excel, Word, Outlook) including Office 365 and Share Point.
- A valid driver's licence.
- Demonstrated understanding and respect for Indigenous culture.
- Ability to speak Cree or Dene is an asset.
- Knowledge of, or work experience in northern Manitoba communities is preferable.

## Working Conditions:

- Fast-paced, large, child welfare agency, with offices throughout the province.
- Professional office environment.
- Access to confidential and sensitive information.
- Maintain satisfactory Driver's Abstract, Criminal Record, Child Abuse Registry and Prior Contact checks.
- Travel required.

**Salary:** Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

## **Closing Date: Friday, April 5, 2024**

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2024-029 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department  
Awasis Agency of Northern Manitoba  
Competition #2024-029  
701 Thompson Drive  
Thompson, MB R8N 2A2  
Fax: 204-778-8428  
Email: [hr@awasisagency.ca](mailto:hr@awasisagency.ca)

*We thank all applicants who apply, however, only those selected for an interview will be contacted.*

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.**