



Sioux Valley Dakota Nation (SVDN)
Employment Opportunity
Human Resources Generalist
Sioux Valley Main School & High School
Full-time, Permanent



POSITION SUMMARY:

Reporting to the Principals of each school site, the Human Resources (HR) Generalist we are looking for is a self-motivated and experienced individual who can support and nourish both Main and High School locations of Sioux Valley Dakota Nation. Responsibilities include, but are not limited to, recruitment, screening, orientation/ onboarding, 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 Main and High Schools (Office location will be announced upon commencement of position). The initial orientation will be with the SVDN Human Resources Department. This position will have the support and be apart of the SVDN HR TEAM.

****This position will commence as soon as possible, to prepare for the upcoming 2022/2023 school year.*

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

QUALIFICATIONS:

- Degree, Diploma or certificate in Human Resources or a related field preferred
- CHRP designation or actively working towards designation an asset
- Two years working experience as a Human Resource Generalist
- 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

Competition Number: 202276

APPLICATION DEADLINE: Friday, July 1st, 2022, at 4:00 p.m.

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.