



Kahnawake Shakotii'takehnhas Community Services

## EMPLOYMENT OPPORTUNITY

### Human Resources Generalist

**KSCS is seeking an experienced and skilled individual to perform a variety of Human Resources related tasks.**

Under the supervision of the Team Leader of Human Resources, the Human Resources Generalist assists in the development and implementation of a comprehensive hiring process, delivers benefits management, assists in performance management, training of staff and provides advice and support services.

#### Required Education & Experience:

- Bachelor's Degree in Human Resource Management, with one (1) to three (3) years of experience.
- D.E.C./Certificate in Human Resources, with three (3) to five (5) years of experience in Human Resources or Management.
- High School diploma plus five (5) to seven (7) years of experience in Human Resources field/management.
- Valid driver's license and access to a vehicle are a requirement.

**Status:** Indefinite full-time position, with a six (6)-month probationary period.

**Salary:** Starting at \$32.70/hour.

**Schedule:** 35 hrs/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-6880 for more info.

**Deadline to apply is:** Friday, May 10<sup>th</sup> 2024, at 4:00 pm

### GENERAL INFORMATION

<b>Code:</b>	HR2
<b>Job Title:</b>	<b>Human Resources Generalist</b>
<b>Department:</b>	Human Resources
<b>Date of Job Description:</b>	April 2, 2011
<b>Job Description Revision Date:</b>	August 19, 2016
<b>Job Reports To:</b>	Team Leader of Human Resources

### JOB DESCRIPTION SUMMARY

Under the supervision of the Team Leader of Human Resources, the Human Resources Generalist assists in the development and implementation of a comprehensive hiring process, delivers benefits management, assists in performance management and training of staff and provides advice and support services.

With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

The Human Resource Generalist functions in a variety of Human Resources tasks. Typically serves in an organization where specialists are not fully deployed. Responsibilities include a multitude of activities. Screens resumes and applications and interviews applicants. Counsels employees concerning health and welfare benefits, work-related problems and conduct termination interviews, provides feedback to management, when necessary. Investigates complaints as required. Develops job descriptions in conjunction with managers. Creates benefits brochures and employee's handbooks. Conducts research and analyzes data on assigned projects. Assists in the formulation of compensation objectives, manpower goals, personnel policies and procedures.

The Human Resource Generalist makes decisions that are based on independent judgment often requiring further investigation and evaluation and are within generally defined parameters and in alignment with business objectives. Alters approach or recommends broader procedural changes to accomplish desired results. Recommendations and decisions are generally accepted as accurate and sound. Seeks consultation or guidance as needed.

Generally requires a University degree relevant to the field plus one to three (1-3) years of experience. A High School diplomas with three to five (3-5) years experience may be considered.

### CORE RESPONSIBILITIES AND DUTIES

<b>Core Responsibilities</b>	<b>Duties</b>
<b>Oversees and supports recruitment, hiring, and orientation processes.</b>	<ul style="list-style-type: none"><li>➤ Advises and guides management in the formulation of competency profiles, job descriptions and job postings to ensure that the recruitment process best serves the job duties, skills, training, and experience required.</li><li>➤ Ensures the application procedures and policies for the recruitment, hiring and orientation processes at KSCS are applied.</li><li>➤ Sits on Selection Committees and participates in meetings.</li><li>➤ Assists in developing competency profiles.</li><li>➤ Assists in developing testing tools and exercises.</li><li>➤ Conducts interviews and testing.</li><li>➤ Coordinates external testing.</li><li>➤ Conducts background and reference checks.</li><li>➤ Complies and verifies all results and documentation, which supports the hiring committee's recommendations of a candidate and forwards to the Executive Director.</li><li>➤ Confirms employee vital information is accurate.</li><li>➤ Supports summer student recruitments.</li><li>➤ With the Human Resources Administrative Assistant:</li></ul>

	<ul style="list-style-type: none"> <li>• Schedules screening and selection activities with selection committee;</li> <li>• Processes contract requests.</li> <li>• Sets up required files.</li> <li>• Drafts HR correspondences.</li> </ul> <p>➤ Oversees the application of contract procedures, directives and adherence to KSCS policies by the following:</p> <ul style="list-style-type: none"> <li>• Advocates timely submissions of requests.</li> <li>• Screens draft contracts for accuracy, errors and compliance issues.</li> <li>• Flags contract discrepancies to managers for resolution.</li> <li>• Ensures contracts are prepared for signing as needed.</li> </ul> <p>➤ Coordinates orientation of new employees to KSCS operations.</p> <ul style="list-style-type: none"> <li>• Coordinates benefits orientation.</li> <li>• General orientation to KSCS policies and directives.</li> </ul>
<b>Oversees termination process.</b>	<p>➤ Ensures the termination procedures and policies at KSCS are applied.</p> <p>➤ Assists in the termination process by the following:</p> <ul style="list-style-type: none"> <li>• Provides advice on policy and labour standards and policy in regards to resignation, retirement or dismissal.</li> <li>• Secures legal advice when warranted.</li> <li>• Assists in drafting relevant correspondences.</li> <li>• Ensures personnel files are in order.</li> </ul>
<b>Advises on and interprets KSCS Policies.</b>	<p>➤ Keeps abreast of human resource trends, practices and initiatives.</p> <p>➤ Monitors adequacy of existing human resource-related policies and procedures and identifies recommended changes.</p> <p>➤ Advises and guides KSCS employees in interpreting and applying personnel policies and procedures.</p> <p>➤ Becomes versed in Labour Standards and law where it applies to KSCS, in so far as, to provide base advice or recommend legal consultation.</p>
<b>Tracks, supports and advocates Performance Management practices.</b>	<p>➤ Ensures KSCS management and staff are adequately oriented and trained the performance appraisal process.</p> <p>➤ Ensures that annual performance reviews are conducted and files in personnel files.</p> <p>➤ Researches, develops and recommends ways and means to enhance the performance appraisal process.</p>
<b>Assists in the implementation of KSCS Compensation practices, policies and procedures.</b>	<p>➤ Conducts market research and data analysis.</p> <p>➤ Prepares reports and recommends salary grade levels in compliance with the KSCS Compensation Policy.</p> <p>➤ Conducts job assessments for new or modified positions.</p> <ul style="list-style-type: none"> <li>• Conducts salary placement exercises for new hires/promotions/transfers.</li> <li>• Conducts job levelling exercise.</li> <li>• Conducts market analysis (Job matches to market).</li> <li>• Conducts market pressure analysis for scarce and critical skills.</li> <li>• Recommends salary figures to Managers.</li> </ul> <p>➤ Identifies policy and procedure needs.</p> <p>➤ Develops policy and procedures for review and implementation.</p>
<b>Delivers Benefits Management services.</b>	<p>➤ Serves as the representative for Group Insurance and MSI Claims for all leaves and acts as an advocate for the employee and employer, through the following:</p> <ul style="list-style-type: none"> <li>• Meets and orients employees to his/her benefits and obligations while on leave and providing required forms and assistance.</li> <li>• Notifies finance and immediate supervisor of leave or any changes.</li> <li>• Completes employer's form(s) and maintains master file.</li> <li>• Documents absences in the HR database, and maintains file management.</li> <li>• Confirms return to work, in adherence to Personnel Policy and reintegration plan.</li> <li>• Facilitates gradual return to work plans as required.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Advocates with plan sponsor on behalf of the employees.</li> <li>➤ Verifies enrolment eligibility and completes enrollment forms with employees.</li> <li>➤ Informs KSCS employees regularly of benefits, adjustments, his/her entitlements and responsibilities via KSCS communication.</li> <li>➤ Coordinates and advises on EAP/Traditional services in terms of orientation and referral, as needed.</li> <li>➤ Organizes meetings with Group Insurance representatives.</li> <li>➤ Identifies policy and procedure needs.</li> </ul>
<b>Manages KSCS employee training plans.</b>	<ul style="list-style-type: none"> <li>➤ Assists in compiling training needs from employee development plans.</li> <li>➤ Schedules training activities in consideration of service delivery priorities.</li> <li>➤ Secures training resources as determined.</li> <li>➤ Coordinates training activities (booking, registration, etc.).</li> <li>➤ Maintains a database to track employee training/skills and provide statistics for budgeting and annual reporting.</li> <li>➤ Conduct/assists with research in identifying training resources, tools and measures to meet training needs of KSCS.</li> <li>➤ Ensures individual training requests align with respective Staff Development Plans and KSCS Strategic Framework.</li> <li>➤ Conducts training evaluation.</li> <li>➤ Designs and delivers human resources related training to KSCS employees.</li> </ul>
<b>Manages HR Database System.</b>	<ul style="list-style-type: none"> <li>➤ Manages the HR database system.</li> <li>➤ Records, tracks and maintains employment data: <ul style="list-style-type: none"> <li>• Create and manage employee files;</li> <li>• Create and manage positions and salary scales;</li> <li>• Create and manage recruitment files and processes;</li> <li>• Create and manage absence files.</li> </ul> </li> <li>➤ Ensures weekly file is exported to payroll to ensure salary payment of employees</li> <li>➤ Manipulate data and produce reports and statistics for management and for annual report.</li> <li>➤ Trouble shoot database errors.</li> <li>➤ Maintains link with Desjardins for technical assistance.</li> <li>➤ Assigns employee access levels.</li> <li>➤ Trains KSCS employees on the HR database.</li> <li>➤ Participates in the system upgrade training provided by service provider.</li> </ul>
<b>Records and reports on HR services.</b>	<ul style="list-style-type: none"> <li>➤ Ensures personnel files are in order for review and decision making.</li> <li>➤ Processes personnel related forms and documentation.</li> <li>➤ Prepares annual overview and statistics of HR services for the KSCS Annual Report.</li> <li>➤ Conducts special HR projects.</li> <li>➤ Participates in Human Resources Network meetings.</li> </ul>
<b>Performs any other job-related duties as may be required by the immediate Supervisor</b>	

#### COMMUNICATIONS

<b>Team Work:</b>	➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
<b>Advising:</b>	➤ Frequently provides information that must be understood and explained.
<b>Training:</b>	➤ Occasionally provides training or giving information to stakeholders or clients.

#### ENVIRONMENTAL FACTORS

<b>Type of Schedule:</b>	➤ Regular work week.
<b>Stress Factor:</b>	➤ High.
<b>Deadlines:</b>	➤ Numerous and tight.

**ACCOUNTABILITY**

- To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.
- To work within the HR team to align HR services and support the management and staff of KSCS in achieving the KSCS Strategic Framework.
- To develop, advocate, oversee, implement and aligning policies, programs, special projects, procedures and databases for Human Resources Services around best practices in HR.
- To develop and recommend improvements to various components of KSCS Human Resource Services.
- To further develop knowledge of external programs and available resources and the ability to tap into these resources for the benefit of KSCS employees and management.
- To maintain a secure and accurate employee file system.
- To maintain confidentiality practices.

**QUALIFICATIONS**

<p align="center"><b>Education and Experience required</b></p>	<ul style="list-style-type: none"> <li>➤ Bachelors in Human Resource Management, with one to three (1-3) years experience.</li> <li>➤ D.E.C./Certificate in Human Resources, with three to five (3-5) years experience in HR or Management.</li> <li>➤ High School diploma plus five to seven (5-7) years experience in Human Resources field/management.</li> </ul>
<p align="center"><b>Skills and Requirements</b></p>	<ul style="list-style-type: none"> <li>➤ Strong computer and typing skills with excellent knowledge of Microsoft Office and database systems.</li> <li>➤ Research skills (project management, interviewing and investigating).</li> <li>➤ Knowledge of Human Resource Management theories, strategies and techniques.</li> <li>➤ Knowledge of employee benefit programs, policies, training and services, such as Group Medical/Life Policy, Group Pension Plan, as well as Unemployment Insurance and Mohawk Self Insurance Plan.</li> <li>➤ Knowledge of Federal and Provincial Labour standards.</li> <li>➤ Knowledge of performance management theory and practices.</li> <li>➤ Strong organizational skills and abilities to re-prioritize work as new demands surface.</li> <li>➤ Ability to use discretion when handing confidential documentation.</li> <li>➤ Sound project planning skills.</li> <li>➤ Strong work ethic.</li> <li>➤ Strong verbal and written communication skills.</li> <li>➤ Ability to work with minimal supervision.</li> <li>➤ Ability to work in a team setting.</li> <li>➤ Ability to multitask.</li> <li>➤ Possession of a valid driver’s license and access to a vehicle.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> </ul>
<p align="center"><b>Assets</b></p>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien’keha language.</li> </ul>

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**Immediate Supervisor**

\_\_\_\_\_  
**Incumbent**

\_\_\_\_\_  
**Date**