



JOB POSTING

Title: Human Resource Analysis

Status: Term Contract – March 31st, 2022

Posting Open: July 19th, 2021

Posting Closes: August 5th, 2021 4:00PM

Summary

Human Resource Analysis is responsible for assisting management in appraisals, evaluations, and verification of human resource and other administrative duties, review, update and analyze personnel files to achieve the most effective administration of the organization. Added duties as needed such as outreach work, ensuring the smooth transition of clients back into the community, by linking them to community resources and supports to maintain sobriety and reduce the incidents of relapse.

Position Requirements:

- Graduate from a recognized business college or university with a degree or certification in Human Resources or any combination of training or experience which provides the required knowledge, abilities and skills.
- Must have practical experience in administrative work in an organization.
- Operation/administrative management, planning, organizing Human Resources, analytical, and excellent communication (written and verbal).
- Some counselling knowledge and skills may be required.

General Requirements:

- Current minimum of two (2) years sobriety
- Valid driver's license and current drivers abstract
- Provide a criminal and vulnerable sector check
- Ability to speak a First Nation language would be an asset

- Knowledge of First Nation traditions and culture would be an asset
- Willingness to take training when required

Application Process:

Application **MUST** include a Cover letter, resume, 3 reference letters, credentials, criminal record check and Vulnerable Sector check. Successful candidate will be required to sign a “Declaration”.

Submit to:

**Kainai Healing Lodge Centre
P.O. Box 179
Cardston, Alberta T0K 0K0
(403) 737-3757**

ATTENTION: Human Resources

Email: kcentre@onehealth.ca

***Late or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted.**