



IKWE-WIDDJIITWIN, INC.

“WOMEN HELPING WOMEN”

P.O. BOX 1056
WINNIPEG, MANITOBA
R3C 2X4

PH: (204) 987-2780
FX: (204) 987-2822

Position Description

Working Title: Human Resource Coordinator

Supervisor's Name/Title: Executive Director

Competition Date: ASAP

Position Summary

Responsible to the Executive Director of Ikwe and directly supervised by the Executive Director. The Human Resource Coordinator will be responsible for a variety of HR operations and other tasks providing support and guidance to the management team members where needed. The position also supports the mission and vision of Ikwe and works in collaboration with all staff and members of the management team to create and enhance a welcoming, safe and positive environment for residents, staff and guests who come to Ikwe Widdjiitiwin Inc.

Education and Qualifications

- Degree/Diploma/Certificate in Human Resource Management or equivalent/relevant qualifications.
- Minimum of 1-2 years of experience as a Human Resource Coordinator.
- Knowledge and experience working in non-profit organization will be considered an asset.
- Understanding and knowledge of Labor Law, Employment Standards, and other related legislations.
- Effective HR, Administration, and people management skills.
- Complete understanding and experience of HR operations and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Must have competency and proficiency in email, MS Office and related business and communication tools.
- Excellent organizational and management skills.
- Strong decision making and problem-solving skills.
- Ability to multi-task and prioritize in a dynamic work environment.



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- Meticulous attention to detail and ability to accurately follow instructions and work as a team member with minimal supervision.
- Clear understanding of confidentiality, boundary management and how to create a supportive relationship within the organization.
- Flexible to meet the demands of a 24/7 care facility.
- Understanding of Indigenous culture and practices.
- A demonstrated understanding of domestic/family violence and its impacts.
- Satisfactory Child Abuse Registry, Adult Abuse Registry and Criminal Record Check

Duties & Responsibilities

- Supports all internal and external HR related inquiries or requests.
- Maintains employee records and personnel files.
- Identifies recruitment needs and manages whole recruitment cycle.
- Prepares employee letter of offers.
- Assists Executive Director with performance management procedures, disciplinary matters, issues, or concerns.
- Manages all HR operations independently under the supervision of the Executive Director.
- Provides support to the Executive Director to identify and implement staff retention strategies.
- With the support of the Executive Director, assesses the staff training needs of the organization and develops and implements a staff training plan.
- Ensures implementation and updating of HR policies and procedures, CBA, operational policies, and procedures across the board.
- Conducts review of job descriptions, HR templates, operational policies and procedures, HR policies and other related matters, suggests amendments and implements the changes with the approval of the Executive Director, the Policy committee, and the Board of Directors.
- Assists the Executive Director and the management team in union negotiations and maintains all records.
- Provides support, guidance and assistance to the management team and other staff members in terms of Collective Bargaining Agreements, Labor Laws, Human Rights Commission, Employment Standards, and other related legislations.



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- With support from the Administration Manager, develops a new employee training manual/program.
- Assists Finance Manager with payroll and other finance related tasks.
- Maintains staff timesheets, new employee documentation, entitlements, time off requests and all other related requests.
- Supports Management team with scheduling and on call coverage.

Team Responsibilities/Staff Development

- Adheres to the values and guiding principles, policies, and procedures of Ikwe and supports the strategic direction of the organization.
- Participates in staff meetings and offered trainings.
- Acts as a responsible team member by demonstrating initiative, completing work duties and by maintaining clear, direct, and respectful communication with all people in the work environment.
- Proactively stays current with best and emerging practices in the field.
- Provides back-up coverage to Ikwe as required in response to the needs and priorities of a 24-hour continuing care facility which includes other duties as assigned.

Organizational Responsibilities

- Maintain agency confidentiality and protects operations by keeping information confidential.
- Represents Ikwe in a professional manner.
- Maintains ongoing positive public relations with outside agencies, groups and individuals.
- Uses appropriate mechanisms for resolving internal agency problems.
- Maintains a strictly confidential/professional relationship with clients and staff.

PLEASE FORWARD RESUME AND COVER LETTER INCLUSIVE OF TWO REFERENCES TO:

IKWE-WIDDJIITWIN Inc.
P.O. Box1056
Winnipeg, Mb. R3C 2X4
edirector@ikwe.ca
Or by fax: (204) 987 – 2822