



Sturgeon Lake Cree Nation  
**CHILD AND FAMILY SERVICES SOCIETY**  
Box 60, Valleyview, AB T0H 3N0

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## Sturgeon Lake Cree Nation Child and Family Services Society

### EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation Child and Family Services is seeking an individual to fill the position(s) of:

#### **HUMAN RESOURCES COORDINATOR – FULL TIME PERMANENT**

**SUMMARY:** The Sturgeon Lake Cree Nation Child and Family Services Society services the nation of Sturgeon Lake Cree Nation. This Human Resources Coordinator position will perform Human Resources duties for Sturgeon Lake Cree Nation Child and Family Services Society.

#### **Duties/Roles/Responsibilities:**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Assist in the recruitment process by posting job openings, screening resumes, and coordinating interviews.
- Maintain employee records, ensuring accuracy and confidentiality of sensitive information.
- Facilitate the onboarding process for new hires, including orientation sessions and necessary paperwork.
- Manage employee benefits programs, answering inquiries and assisting with enrollment processes.
- Coordinate training sessions and workshops to enhance employee skills and promote professional development.
- Act as a point of contact for HR-related queries from employees, providing timely and accurate information.
- Support performance management processes, including tracking performance evaluations and providing administrative assistance.
- Assist in the implementation and enforcement of HR policies and procedures.
- Handle employee relations matters, including conflict resolution, disciplinary actions, and communication of company policies.
- Collaborate with cross-functional teams to foster a positive and inclusive work environment.
- To be confidential and deal with sensitive content in a professional manner
- Be punctual; work hours from 8:30 am – 4:30 pm, Monday through Friday;
- Other related duties as deemed necessary

#### **Qualifications:**

- Diploma or Certificate in Human Resources, Business Administration, or a related field
- Proven experience as an HR Coordinator or in a similar HR role.
- Strong organizational skills with attention to detail.
- Excellent interpersonal and communication skills.
- Knowledge of employment laws and regulations.
- Ability to handle confidential information with discretion.
- Proficient in MS Office suite.
- Adhere and comply with the SLCN CFSS Administration Policies;
- Accuracy, completion of all duties/roles and responsibilities, deadlines in a timely fashion;
- Excellent work ethics;
- Excellent knowledge of office practices, procedures and techniques;
- Excellent knowledge of computer skills;
- Excellent organizational skills and the ability to plan, problem solve and work under pressure;
- Must be able to work independently with minimum guidance;
- Ability to speak Cree would be an asset;
- Clear child youth information module and criminal record checks;
- Ability to travel if requested; will have own transportation.
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**Salary Range:** Salary to commensurate with qualifications and experience.

**Closing Date:** Until Suitable Candidate Found

Please send your resume and copy of certificates in confidence to:

**Attention: Sturgeon Lake Cree Nation Child and Family Services Society**

**By Mail:** Sturgeon Lake Cree Nation Box 60, Valleyview, Alberta, T0H 3N0

**By Email:** [employment@slcfss.ca](mailto:employment@slcfss.ca) **By Fax:** (780) 552-0704

Criminal Record & CYIM checks are required. Incomplete applications will not be considered. *We appreciate the interest of all applicants; however, we will contact only those selected for interviews*