

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake



P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*'Tsi Nīkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

## KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2022

### JOB OPPORTUNITY

<b><u>POSITION:</u></b>	Employee Wellness Coordinator, Human Resources
<b><u>DURATION:</u></b>	Twelve (12) Weeks
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	Based on Tewatohnni'saktha KSSEP rates LEVEL C or D – CEGEP(\$15.15) or University (\$16.15) Per hour
<b><u>HOURS PER WEEK:</u></b>	37.5 hours (8:30 AM–4:00 PM) Monday-Friday
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>Friday, May 20, 2022 4:00 p.m.</b>

**REQUIREMENTS:** **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- A **Signed Privacy Waiver** allowing a security check to be performed along with a **copy of a valid photo ID**
- **Letter of intent**
- **Resume**
- **Names and telephone numbers of three (3) references**

**SPECIAL REQUIREMENTS:** All applicants **MUST** be registered as a Student with the Tewatohnni'saktha KSSEP.

**PLEASE NOTE:** Job descriptions can be obtained at [www.Kahnawake.com](http://www.Kahnawake.com) website and [www.KEDC.biz](http://www.KEDC.biz)

**We will only be accepting applications by e-mail at this time. Please forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)**

**Should you have any questions contact:**  
*Jessica Paul, Junior HR Generalist OR  
Dawn Stacey, Manager of Recruitment & Staffing  
Human Resources Unit*

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<b>Job Title:</b>	Employee Health and Wellness Coordinator
<b>Division:</b>	Administration
<b>Reports To:</b>	General Manager of HR
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b> Under the supervision of the General Manager of HR, is responsible for the coordination of mental health and wellness	
<b>Cultural Identity Attributes</b> A self-disciplined individual that is accurate and detailed in approach with critical thinking abilities. An individual who enjoys challenging situations, planning, and has a strong desire to achieve results. Is organized, dependable and self-reliant.	
<b>Roles &amp; Responsibilities:</b>	
<b>To develop and facilitate the implementation of wellness activities and social programs that promote employee engagement and build culture.</b> <ul style="list-style-type: none"><li>• Research trends and wellness activities/programs for the organization to offer to ensure work-life balance with a focus on mental health</li><li>• Assist with rolling out strategies and programs to improve employee engagement and build culture</li><li>• Coordinates the MCK Social Committee and staff related activities</li><li>• Works with the MCK Social Committee on internal fund-raising initiatives for social activities</li><li>• Assists with the implementation of wellness activities and social programs that promote employee engagement and wellness;</li><li>• Plans and organizes staff events and wellness activities;</li><li>• Participates in Social Committee meetings;</li><li>• Prepares agenda for Social Committee meetings, meeting minutes, and ensures follow up on key items discussed;</li><li>• Develops and conducts employee engagement surveys</li></ul>	



***The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

**Decision Making Authority:**

- Decides on the appropriate approach for communications
- Determines problem solving techniques to best approach sensitive situations;
- Determines the most practical coordination of various activities and events

**Accountability:**

- To perform duties accurately and efficiently;
- To receive and direct calls/clients in a cordial manner;
- To maintain user-friendly and accurate files;
- To provide accurate information;
- To respond to customer or client requests as well as other departments and organizations in a timely manner;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discrete, and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

**Education & Experience:**

University or Cegep student

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## **Knowledge, Skills, Abilities and Other Attributes:**

- Knowledge of Human Resources management theories, strategies, techniques, and their applications;
- General knowledge of hiring, salary, performance management, job evaluation, training systems and processes;
- Experience with minute taking;
- Project management skills;
- Ability to work under pressure and stress;
- Strong oral and written communication;
- Effective communication skills with individuals at all levels of the organization;
- Basic research skills;
- Skill in analyzing and evaluating various HR related issues;
- Knowledge of computerized information systems used in human resources applications;
- Strong computer skills, to include database management, word processing, creating spreadsheets, e-mail, and the internet;
- Excellent typing skills, including proper spelling and grammar;
- Diligence in all areas of work;
- Strong problem identification and problem resolution skills;
- Strong organizational and time management skills;
- Able to work efficiently as a part of a team as well as independently;
- To maintain confidentiality;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

## **Working Environment:**

- Five-day work week and work is performed in a typical interior/office environment;

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<b>Competencies:</b>					
<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
Core	Intermediate	Core	Intermediate	Intermediate	
<b>Adaptability</b>	<b>Planning and Organizing</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
Core	Intermediate	Core	Core		

**Commitment Statement:**

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting, and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

**Signatures:**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_