

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



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

'Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2022

JOB OPPORTUNITY

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

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 Tawatohnni'saktha KSSEP.

PLEASE NOTE: Job descriptions can be obtained at www.Kahnawake.com website and 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

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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Job Title:	Human Resources Assistant
Division:	Administration
Reports To:	General Manager of HR
Name of Incumbent:	TBD
Purpose:	
Under the supervision of the General Manager of HR, is responsible for providing administrative support to HR operations. To perform a range of tasks and functions in a timely, efficient, and professional manner, supporting the HR Unit.	
Cultural Identity Attributes	
A self-disciplined, logical, compliant, individual that is accurate and detailed in approach with critical thinking abilities. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable and self-reliant.	
Roles & Responsibilities:	
Provides general administrative support to the HR Unit operations ensuring effective client service	
Assistance with Recruitment and Staffing	
<ul style="list-style-type: none"> • Assists the Manager of Recruitment & Staffing with the hiring process; as well as assisting with the Summer Student Program(s) • Research interview questions and testing • Assists with the coordination of the recruitment process 	
Assistance with Performance Management	
<ul style="list-style-type: none"> • Ensure all employees have a current job description on file; • Conduct a review of all job descriptions on file and identify which positions are in the old job description format/template; • Transfer older job descriptions into new MCK format/template; 	

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- Obtain employee signatures on new job descriptions;
- Forward new job descriptions to employee files (paper and electronic);
- Assist with developing new/revised job descriptions in consultation with the appropriate managers;
- Send probationary end date reminders;
- Track the return of probationary reviews;
- Send out performance appraisal reminders;
- Providing electronic copy of performance appraisal tool, guides, etc.;
- Conduct exit interviews for all employees leaving the organization;

Assistance with Dayforce

- Assists the HRIS Administrator with communications
- Prepares reports from HRIS as needed;

Assistance with Compensation

- Research any information required by the Compensation and Benefits Manager
- Re-organize electronic compensation files
- Assists with administrative tasks related to benefits

Assistance with Benefits

- Assist with administrative tasks related to benefits

Other

- Assists with special projects in all areas of the HR Unit;
- Participates in Human Resources meetings;
- Research, drafts and prepares reports/correspondence;
- Assist with preparing packages and or/reference materials for interviews, meetings, presentations, etc.;
- Prepares agenda, schedules and presentations for meetings as required;
- Triage all incoming calls and inquiries and notes new issues that arise for the attention of the Unit;
- Creates new files;
- Filing of documents;
- Shredding of documents;

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- Performs other job-related duties as directed by the Immediate Supervisor.

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:

- Determines client service delivery methods;
- Decides on the appropriate approach for administrative requirements;
- Determines the immediacy and importance of information;
- Determines problem solving techniques to best approach sensitive situations;
- Determines the most practical coordination of various conferences, workshops, and meeting;

Accountability:

- To perform administrative duties accurately and efficiently;
- To receive and direct calls/clients in a cordial manner;
- To maintain user-friendly and accurate files;
- Ensures contracts are prepared for signing as needed;
- To provide accurate information;
- To respond to customer or client requests as well as other departments and organizations in a timely manner;
- Ensures personnel files are complete and accurate for review and decision making;
- Ensures the HR unit is serviced effectively;
- 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.

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Education & Experience:

University or Cegep student

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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Competencies:					
Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Core	Intermediate	Core	Intermediate	Intermediate	
Adaptability	Planning and organizing	Leadership	Language & Culture		
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: _____