



**miskanawah**  
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## HR Generalist

**Location:** 2340 1st Avenue NW, NE Calgary, AB  
**Position Type:** Full time  
**Hours:** Monday – Friday (37.5 hours/ week)  
**Program:** Administration

### Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions and evidence-based practices in human services, to support vulnerable children, youth and families.

The Human Resources (HR) Generalist, under the direction of executive management, will primarily be responsible to maintain employee records, complete staff on boarding and off boarding processes, and other administrative HR duties in accordance with the organization's policy and procedures and best practices in HR. This role may also act as a point of contact for staff who have questions around benefits, training requirements, peacekeeping procedures, and a variety of other human resource inquiries at the employee's discretion. The HR Generalist must be able to adapt to new technology and have the ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

### Responsibilities:

- Lead administrative tasks related to recruitment and hiring
- Lead onboarding and orientation of new hires
- Ensure organizational compliance with relevant employment and occupational health and safety legislation
- Lead the organization's employee recognition program
- Work with team leadership to maintain accurate and up-to-date personnel files
- Lead scheduling of mandatory staff trainings (such as First Aid, CPR, etc.) and continue development of in-house training opportunities
- Conduct exit interviews with resigning employees
- Prepare documentation for and offer oversight over employee dismissals
- Support management with Disability, Worker's Compensation Claims and Return to Work Planning
- Lead the administration of Miskanawah's employee benefits program



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### **Skills and experiences:**

- Willingness to learn and engage in Indigenous cultural teachings and practices
- Demonstrated ability to manage human resources cores processes such as talent management, succession planning and employee relations
- Ability to act sensitively, tactfully, diplomatically and professionally at all times
- Ability to effectively communicate both verbally and in writing
- Ability to prioritize and manage conflicting demands
- Ability to work individually as well as part of a team
- Ability to respond quickly in a dynamic and changing environment
- Excellent organization and data management skills
- Excellent attention to detail

### **Requirements:**

- Diploma or degree in Human Resource, Business Administration, or a related field
- Minimum 3 years of experience in a Human Resources role
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to [gstaffa@miskanawah.ca](mailto:gstaffa@miskanawah.ca) and reference "HR Generalist" in the subject line. We thank all applicants, however, only those selected for interview will be contacted. This posting will close once the position has been filled.