



Scw'exmx Child and Family Services Society (SCFSS) is family-centered and guided by nle?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

HUMAN RESOURCES GENERALIST

Status: Full-time | Permanent

Hours: 35 hours per week | 8:30 - 4:30 | Monday - Friday

Compensation: Competitive salary commensurate with experience

Benefits: Comprehensive Benefit Package | Public Service Pension Plan

Location: Merritt, BC

POSITION OVERVIEW

Reporting to the Human Resources Manager, the Human Resources (HR) Generalist is responsible for full-cycle recruitment, document and policy development, supporting performance management, and ensuring effective human resources at Scw'exmx Child and Family Services Society (SCFSS). The HR Generalist completes recruitment activities, from talent acquisition to onboarding and orientation for new hires. The HR Generalist drafts policies and human resources documents, maintains statistics, generates a variety of reports, provides HR support to our member communities, and administers training, professional development, and employee wellness programs at SCFSS. The HR Generalist maintains a high level of professionalism and confidentiality in interactions and maintains standards of practice based on provincial and federal employment standards and law.

EDUCATION & EXPERIENCE

- ◆ Minimum of a Diploma in Business Administration, Human Resources, or a related field *[a combination of education and experience will be considered]*
 - ◆ Minimum of two years of experience related to human resources
 - ◆ Minimum of three years of experience in an administrative setting
 - ◆ Experience in an Indigenous organization is an asset but not required
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CORE COMPETENCIES

- ◆ Acute attention to detail with highly-developed organizational and presentation skills
 - ◆ Excellent communication skills, with the ability to work with a variety of personalities and communication styles
 - ◆ Demonstrated working knowledge of provincial and federal employment standards and laws
 - ◆ Efficient work skills with the ability to meet time-sensitive deadlines with attention to detail and high-quality standards
 - ◆ Ability to work independently and collaboratively under minimal supervision
 - ◆ Intermediate to advanced skills in Microsoft Office and other IT platforms for word processing, databases, reports, and spreadsheets
 - ◆ Handles confidential and sensitive information with discretion
 - ◆ Knowledge and sensitivity to the historical and systemic impacts of intergenerational trauma on Indigenous families and communities from colonialism, residential school history, the sixties scoop, and association with the child welfare system
 - ◆ Comprehensive understanding and utilization of nle?kepmx and syilx cultural and traditional approaches as a priority over Western methodologies
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Apply now on our website: [click here to apply](#)

Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry

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