



# EMPLOYMENT OPPORTUNITY

**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.

**As an Indigenous organization serving the nle?kepmx and syilx communities, SCFSS prioritizes the hiring of nle?kepmx and syilx community members.** Following community member priority and pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry.

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## HUMAN RESOURCES GENERALIST

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**Status:** Full-time | Permanent  
**Hours:** 35 hours per week | 8:30 - 4:30 | Monday – Friday  
**Wage:** Starting wage commensurate with experience | Range: \$33.77 - \$44.46  
**Benefits:** Comprehensive Benefits Package | Public Service Pension Plan  
**Location:** Merritt, BC

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### POSITION SUMMARY

Reporting to the Senior Human Resources Generalist, the Human Resources Generalist will provide support in retention and recognition strategies, succession planning and cultural onboarding, from professional development to performance evaluations. The HR Generalist is responsible for human resource personnel file maintenance, generating a variety of reports, policy and procedure development, and management of extended employee leave requests. The HR Generalist provides quality human resource service by following organizational, cultural and employment standards and maintaining a high level of confidentiality.

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### OVERVIEW OF DUTIES & RESPONSIBILITIES

- Assists in development and implementation of human resource policies, procedures and employee handbook
  - Enhances job satisfaction with support in career succession and employee retention
  - Sources, coordinates, and tracks professional development and employee training
  - Develops and maintains job descriptions
  - Oversees and executes employee wellness program and staff recognition
  - Administers practicum placements and educational leaves
  - Supports leadership team with performance management (probationary and annual performance evaluations)
  - Supports all leave requests and ensures operational coverage
  - Provides conflict resolution support utilizing the pathway of support
  - Maintains HR statistics and generates monthly and quarterly HR reports
  - Acts as a positive role model to employees and community members
  - Attends and participates in community events as an engagement opportunity
  - Implement routine consultation with Resident Elders for retention support
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# HUMAN RESOURCES GENERALIST

## SUPERVISION RECEIVED

- Regular consultation and review with the Senior Human Resources Generalist
  - Annual Performance Evaluation and work plan review with the Senior Human Resources Generalist
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## JOB REQUIREMENTS

- Clear Criminal Record check before starting employment
  - Clear Ministry of Child and Family Development Prior Contact Check before starting employment
  - Valid BC driver's license
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## EDUCATION & EXPERIENCE

- Diploma or Degree in Business Administration, Human Resources, or a related field [a combination of education and experience will be considered]
  - Minimum of one year of experience working with Indigenous peoples and communities
  - Minimum of two years' experience related to human resources
  - Minimum of three years' experience in an administrative setting
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## MINIMUM REQUIRED COMPETENCIES

- Indigenous Knowledge: working knowledge or willingness to learn nle?kepmx and syilx culture and language; sensitivity to the historical and systemic impacts on Indigenous families and communities from intergenerational trauma due to colonialism, residential school history, the sixties scoop, and association with the child welfare system
  - Critical Thinking: analytical, methodical, fact-based decision-making, creative problem solving, and considers different perspectives
  - Business and Strategic Acumen: understands business and strategic concepts and how they apply to SCFSS
  - Communication: facilitation and presentation skills, professional business writing, clear and confident communication with a variety of audiences
  - Motivation: self-motivated, can motivate others effectively, high productivity
  - Relationship Building: develops strong, cooperative relationships with relations, community, and colleagues. Follows through on commitments and builds relationships based on ethical behaviour, direct and truthful communication.
  - Time Management: organized, prioritizes tasks, manages deadlines, delegates responsibilities, and coordinates simultaneous tasks to accomplish goals
  - Conflict Resolution: anticipates, diffuses, and resolves disagreements, confrontations, tensions, and complaints; fosters a positive and cohesive work environment
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## APPLY NOW

- Apply now on our website [[click here to apply](#)]
- Complete the application form on our website, attach your cover letter and resume
- We thank all candidates for their interest, but only those selected for screening will be contacted