



**GIZHEWAADIZIWIN**  
Health Access Centre

## Human Resources Coordinator

**FTE:** 1.0

**Status:** Permanent

**Competition Number:** HR01-25

**Closing Date:** February 18, 2025

**Salary:** \$54,617 - \$64,233 per year

The **Gizhewaadiziwin Health Access Centre** is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers.

### Summary of Position:

Reporting to the Human Resources Manager, the Human Resources Coordinator will be responsible for providing support to the Management team. The Human Resources Coordinator role involves a wide range of activities including recruitment, orientation and training, benefits, health and safety and any other area as directed. Clerical work will include filing correspondence, maintaining accurate, up-to-date filing systems and personal records and drafting reports. Other duties will be assigned as necessary.

### QUALIFICATIONS AND REQUIREMENTS

- Diploma, Degree or Certificate in Human Resources or related field.
- 2+ years of experience in a Human Resources position in lieu of education will be considered.
- Must provide a valid Ontario Driver's License.
- CPR/First Aid and Mental Health First Aid certified required or willing to obtain.
- Clean Criminal Reference Check, Driver's Abstract and proof of COVID-19 vaccination required.
- Experience and understanding of local Indigenous communities and culture within the Southern Region of Treaty #3.
- Must be willing to travel to all Southern Treaty 3 First Nation Communities when required.
- First Nations, Inuit or Métis candidates are encouraged to apply. Please self-identify.

### SPECIAL SKILLS AND ABILITIES

- Effective Human Resources Administration and people management skills.
- Ability to maintain strict confidentiality.
- Ability to plan, organize and prioritize work.
- Ability to foster a teamwork environment based on trust, safety, growth and development.
- Ability to work independently and as a member of a multi-disciplinary team.
- Excellent oral and written communication skills.
- Excellent critical thinking, problem-solving and conflict resolution skills.
- Excellent computer skills.
- Ability to speak Anishinaabemowin a definite asset.

**Vision:** Mino Bimaadiziwin

**Mission:** We embody Gizhewaadiziwin by delivering safe and high-quality services rooted in Indigenous Worldview. We are committed to wholistic services that integrate traditional healing methods with western health care to strive for Indigenous Health Equity and Mino Bimaadiziwin.

**Values:** Nibwaakaawin – Wisdom ◦ Zoongide'ewin – Bravery ◦ Dabasendizowin – Humility ◦ Zaagi'idiwin – Love ◦ Gwekwaadiziwin – Honesty ◦ Debwewin – Truth ◦ Manaaji'idiwin – Respect ◦ Boonedamowin – Forgiveness



## KNOWLEDGE REQUIRMENTS

- Knowledge to labor law and employment equity regulations.
- Full understanding of Human Resources functions and best practices.
- Knowledge with Microsoft 365 and Human Resources Information Systems would be an asset.
- Demonstrated ability to work with Indigenous Peoples, Communities and Organizations in a safe way using a cultural lens.
- Understanding of Indigenous Traditional practices, protocols and way of life.
- Must possess knowledge and understanding of the unique and diverse needs of the Indigenous Peoples of Southern Treaty 3.
- Understanding of historical impacts of colonization and residential school systems on health and wellness is essential.
- Commitment to the reconciliation process and two eyed seeing approach to Indigenous Health services is required.

### As a part of our team, you will be eligible for:

- 100% employer-paid health care benefits;
- Become a member of the Healthcare of Ontario Pension Plan (HOOPP);
- Six (6) paid Personal Leave Days a year;
- 3 weeks (starting) paid vacation subject to increase quickly over tenure;
- Invited to actively participate in cultural and traditional teachings and knowledge.

***A complete Job Description is available by contacting the Human Resources Department at 274-3131.***

Qualified applicants are invited to submit a covering letter referencing the competition number, resume, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

**Attention: Human Resources**  
**Gizhewaadiziwin Health Access Centre**  
**P.O. Box 686**  
**Fort Frances, ON P9A 3M9**  
[careers@gizhac.com](mailto:careers@gizhac.com)

*Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.*

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