



# **KTC Child & Family Services**

## **Prevention Assistant/HR Assistant**

Red Earth Creek, Alberta



### **Summary**

**Reporting to the Prevention Manager, is responsible for assisting with the overall coordination of the Prevention Department/Human Resources Department of KTC Child & Family Services and for providing administrative and other clerical services for the Prevention Manger as well as the HR Manager**

### **Duties:**

- Assist with day to day operations of the Prevention/HR functions and duties
- Provide clerical and administrative support to Prevention/HR Manager
- Compile and update employee records (hard and soft copies)
- Coordinate communication with candidates and schedule interviews
- Helping to ensure payroll information by collecting timesheets/ leave applications as well as employee overtime sheets
- Maintains employee information by entering and updating employment and status-change data
- Knowledge of standard office administration practices and procedures
- Proficient in managing computerized systems, spreadsheets, databases and word processing programs
- Maintains employee confidence and protect operations by keeping human resource/ Prevention information confidential
- Maintains quality service by following organization standards.
- Ability to operate under pressure and meet deadlines
- Demonstrated ability to accept responsibility and to be accountable
- A demonstrated knowledge and understanding of First Nations culture, organizations and communities

### **Knowledge & Skills:**

**Education:** High school diploma/general education degree or related work experience. A post-secondary certificate or diploma in office or business administration would be an asset.

**Skills & Experience:** Reporting, organization, dependability, scheduling, confidentiality, strong interpersonal skills, independent, good verbal/writing skills, team player

- **Additional requirements:** current & valid Alberta driver's license; own vehicle or access to vehicle with \$2M auto liability insurance (when required to use own vehicle); Recent and clear Criminal Record check. **(Criminal record must be within 6 months)**; Recent and clear Intervention Record check. **(Must be within 6 months)**; submit to oath of confidentiality; personal telephone or access to telephone; be willing to adhere to agency drug & alcohol policy; Alcohol and drug testing pre-screening will apply; ability to speak and/or understand the Cree language a strong asset.

***Salary will be based on academic & professional qualifications***

***~ Open until suitable candidate is found ~***

**Please forward to: [Careers@ktccfs.ca](mailto:Careers@ktccfs.ca)**

***We thank all candidates for their interest; however, only individuals meeting the qualifications will be selected for an interview, and will be contacted.***

