



kakisiwew ochapowace

STAFFING OFFICER – EMPLOYMENT OPPORTUNITY

At kakisiwew ochapowace, our people are our greatest strength — they are the foundation of our governance, the stewards of our future, and the heart of our community and we believe our workplace should reflect the strength, culture and spirit of our people. We are seeking a dedicated Staffing Officer who will help shape our workforce by supporting recruitment with care, lifting up the gifts of our internal talent, and ensuring every new hire strengthens the growth and sovereignty of our Nation.

What You Will Do: The Staffing Officer is responsible for coordinating the Nation's staffing and recruitment processes. You will lead staffing competitions, support hiring managers, maintain employee records, and ensure that onboarding and offboarding reflect nehiyaw protocols and community values. From job postings and interviews to welcoming new employees and supporting workforce planning, your work helps build a workforce that is both professionally capable and culturally connected.

Who You Are: You bring a passion for helping others, a strong sense of responsibility, and a commitment to upholding nehiyaw values in the workplace. You are organized, thoughtful, and committed to building a strong and healthy community through staffing excellence.

Education and Experience:

- Certificate or diploma in Human Resources, Business Administration, Indigenous Governance, or a related field or equivalency.
- Minimum two (2) years of experience in human resources, staffing, or recruitment.
- Experience working in a First Nation or Indigenous organization is a strong asset.
- Familiarity with culturally safe hiring practices and respectful workplace values.

Knowledge/Skills/Personal Qualities:

- Knowledge of HR policies, recruitment procedures, and employment standards.
- Ability to support staffing processes from start to finish (e.g., postings, screening, interviews, reference checks, hiring letters).
- Strong communication and interpersonal skills with the ability to support and coach managers and applicants.
- High level of accuracy, attention to detail, and confidentiality in record keeping.
- Familiarity with HRIS systems (Avanti or similar) and Microsoft Office.
- Strong organizational and time-management skills; able to meet multiple deadlines.
- Ability to work both independently and as part of a collaborative HR team.
- Cultural humility and understanding of nehiyaw teachings and ways of being.
- Commitment to continuous learning, growth, and ethical leadership.

Conditions of Employment

- Valid Class 5 Driver's Licence with access to reliable insured vehicle.
- Current Criminal Record Check with Vulnerable Sector Search and Child Abuse Registry Check.
- Adherence to all kakisiwew ochapowace HR policies, Code of Conduct and Confidentiality Agreement.
- Must successfully complete drug and alcohol testing prior to employment and comply with kakisiwew ochapowace substance use policies.

Why Join Our Team?

This is more than a position — it is an opportunity to walk alongside our Nation in building a future rooted in **miyo-pimâtisiwin** (the good life). You will be part of creating a workplace where nehiyaw values guide every decision: **wîcihitowin** (helping one another), **tâpwêwin** (honesty), **tâpahtêyimisowin** (humility), and **kistêyitamowin** (wisdom). We honour and support those who join our team by offering fair and competitive compensation, strong benefits, and opportunities for ongoing learning. Just as importantly, we encourage our staff to take part in cultural events, ceremonies, and community gatherings — because at kakisiwew ochapowace, we know that wellness, identity, and work are all connected.

How to Apply

Please submit your cover letter, resume, along with global references, driver's abstract, Vulnerable Sector Check, and Child Abuse Registry Check, and proof of education to:

Email: EDO.Assistant@ochapowace.ca

Closing Date: October 6, 2025

For a copy of the job description and statement of competencies please send a request to EDO.Assistant@ochapowace.ca

Thank you sincerely for your interest in this position and for taking the time to apply. We truly value the effort you put into your application. Please note that only those candidates who meet the required criteria will be contacted and invited for an interview.

Preference will be given to Ochapowace Nation Members

Rooted in Culture. Guided by Kinship. Building our Future.