



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Recruitment And Student Placement Consultant

**Job ID** 86-A3-06-00-AC-5A

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=86-A3-06-00-AC-5A>

**Company** Native Child And Family Services Of Toronto

**Location** Toronto, Ontario

**Date Posted** From: 2021-10-15 To: 2022-04-13

**Job** Type: Full-time Category: Human Resources

**Languages** English

### Description

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Classification: Contract Full-Time (2 years)

Hours: 35 Hours/Week

Location: 30 College Street, Toronto

#### Position Overview

We have an exciting opportunity for a Recruitment & Student Placement Consultant. Reporting to the Director, People and Culture this role works collaboratively with the Leadership Team and members of the People & Culture Team to support Native Child and Family Services of Toronto's (NCFST) recruitment and retention including the coordination of student placements. The focus of this position will be on building a recruitment and retention strategy that prioritizes the hiring and development of qualified Indigenous talent.

The Recruitment & Student Placement Consultant will build relationships with our Aboriginal Community and Agencies, Colleges, Universities, and other partner organizations. Working closely with the Director, People and Culture this position is responsible for providing a wide range of consultative and project work that is rooted in our Teachings, Ceremonies, Traditions and is Culturally sensitive to the experiences of First Nation, Inuit, and Métis People and Communities. This role is responsible for sourcing, interviewing, and working with hiring managers in the full recruitment cycle and student placement program. The ideal candidate for this role will have experience in developing recruitment and retention strategies and providing full-service talent acquisition support including the ability to utilize technology and social media to source and build a qualified talent pool. To be successful in this position, the candidate will have a strong connection to the Indigenous Communities we serve and bring lived experiences to their work.

#### Primary Responsibilities

Recruitment and Retention:

• Development of a short and long-term strategy that is rooted in Culture and prioritizes the hiring and development of First Nation, Inuit, and Métis People.

• Leading the full-cycle recruiting process, ensuring an engaging candidate experience with exceptional follow-up and the ability to communicate overall vision and Agency values.

• Collaborate with individual service/department leaders in the creation of robust recruitment plans.

• With input from the hiring manager, create, update and revise job descriptions and postings.

• Source and contact candidates using social media and other online tools.

• Ensure consistent and appropriate communication that supports an exceptional candidate experience.

• Review candidate qualifications and work with hiring managers in the development of the selection criteria - utilizing a technical and behavioural interview approach to identify qualified talent that best matches the culture of the Agency.

• Utilize the ADP recruitment module and utilize online resources to post open positions including Indigenous and other job boards, social media platforms, partner agencies/organizations, Colleges, Universities, and other professional websites.

• Coordinate events (internal/external) that provide opportunity to promote the Agency as a quality employer.

• Encouraging staff participation in the talent acquisition process (i.e. testimonials, interviews, participation in career fairs),

• Network through Indigenous communities, association memberships and trade groups including presenting on behalf of the Agency.

• Research and recommend new sources for active and passive recruiting initiatives that focus on attracting qualified Indigenous talent.

• Conduct regular follow-up with business unit leaders to determine the effectiveness of recruiting and retention planning.

• Ongoing auditing of recruitment and retention strategies through the development and use of data analysis.

• Participate in ongoing People and Culture projects and initiatives as required.

#### Student Placement:

• Work with Agency leadership and hiring managers to enhance the development and implementation of the student placement program.

• Collaborate with individual service/department leaders to develop department specific student placement plans.

• Develop procedures and processes for recruitment and selection process.

• Works with Colleges, Universities and other educational partners to identify opportunity for Indigenous student placement.

• Utilize technology to manage a student database (ADP).

• Develop data analytics to create reporting for review, and ongoing development of placement strategies.

• Other duties as required to continue the development of this program.

#### Job Qualifications

• Post-secondary education in Human Resources with a minimum of three (3) years of experience in a similar role with a focus on Indigenous recruitment or a combination of education

and experience considered equivalent by the Hiring Committee.

• Good understanding and working knowledge of the general functions of human resources.

• Strong knowledge of employment legislation, including the ESA, the OHSA, the OHRC and common law.

• Thorough understanding of privacy and the obligation to maintain confidentiality as set out in legislation and NCFST policies and procedures.

• Solid background in the use of computers and software applications including Microsoft Office suite.

• Understanding of various cultures and cultural communities such as First Nations, Inuit, and Métis (FNIM) communities.

• Lived experience with Indigenous Culture, traditions, beliefs, values, ceremonies, and teachings would be considered an asset

• A solid understanding of and sensitivity to the experiences of Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

• Some experience in project and change management is a strong asset.

• Able to effectively communicate both verbally and in writing to a wide and varied audience.

• Developed analytical and organizational skills with an ability to multitask and prioritize.

• Able to analyze and interpret the needs of hiring managers and offer appropriate options, solutions and resolutions as required.

• Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation

• Ability to provide an acceptable Child Welfare Check with Vulnerable Person Sector Search (VPSS).

• Demonstrated understanding, and commitment NCFST's mission, values, and service model.

• A high degree of professionalism and independence.

### **How to Apply**

If you are interested in this job opportunity, please click [Apply Now](#) on or before October 29, 2021

• Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.

• Resume (include 3 work related references).

• Incomplete Applications will not be considered.

• Only those selected will be contacted for an interview.

• As multi-service urban Aboriginal Agency providing holistic, culture-based program and services for Aboriginal children and families, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.

• NCFST requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.

• We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.