



# 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

## Recruitment Consultant

**Job ID** CD-97-DD-72-65-30

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=CD-97-DD-72-65-30>

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

**Location** Toronto, Ontario

**Date Posted** From: 2022-03-21 To: 2022-09-17

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

**Job Salary** Range: A1 IV (6) \$63,264 - \$78,927 35 hrs/wk.

**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.

Non-unionized Position

Location: 30 College Street, Toronto

Classification: Contract Fulltime

(2 years with benefits)

Summary:

Reporting to the Manager, Human Resources, the Recruitment Consultant will assist hiring managers, and be

responsible for the full cycle recruitment process. Build relationship and networks within the Aboriginal

community, Aboriginal Agencies, Colleges, Universities, and other sources, with a focus on Aboriginal recruitment,

be highly enthusiastic about the work Native Child Family Services Toronto (NCFST) provides and engaging with

the Aboriginal community. Recruitment and retention experience, as well as social media experience is required for this role.

Primary Responsibilities:

Recruitment

- Working through an Aboriginal lens, manage the full cycle recruiting process, ensuring an engaging candidate experience with exceptional follow-up and the ability to communicate overall vision and agency objectives.

- Collaborate with individual service managers to develop department specific recruitment plans.
- With input from the hiring manager create update and revise job descriptions and postings.
- Source and contact candidates online (e.g., via LinkedIn, Facebook, Twitter).
- Book interviews, follow up with applicants and hiring managers to ensure a good candidate and applicant 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 talent.
- Utilize ADP recruitment module and online job boards, social media and Aboriginal/other websites for open positions as well as college, university and professional career fairs.
- Network through Aboriginal communities, association memberships and trade groups. Preparing, and presenting on behalf of the Agency.
- Research and recommend new sources for active and passive recruiting initiatives.
- Conduct regular follow-up with direct report and managers to determine the effectiveness of recruiting plans.
- In conjunction with direct report, develop metrics for review, and ongoing development of recruitment and retention strategies.
- Participate in ongoing HR projects and initiatives as required.

#### Student Placement

- Collaborate with managers to develop service specific student placement plans.
- In conjunction with direct report, develop procedures and processes for recruitment and selection process.
- Work with colleges, universities and other to identify opportunity for Aboriginal student placement.
- Utilize technology to manage a student database (ADP).
- Develop metrics for review, and ongoing development of placement strategies.
- Other duties as required to continue the development of this program.

#### Job Qualifications:

- Post secondary education, or equivalent combination of education and experience will be considered.
- Two years of experience in a recruitment, human resources position.
- Understanding of Aboriginal culture, beliefs, values, norms, ceremony and teachings for the purposes of good program development.
- Project management considered an asset.
- Excellent communication both verbal and written.
- Organizational skills with an ability to multitask and prioritize and good analytical skills.
- Demonstrated technology skills to navigate online technology, ADP, Microsoft Office 365.
- Experienced in various social media streams and in traditional sourcing techniques, including online social networks, in addition to the ability to recruit via targeted sourcing campaigns and networking with colleges.
- Proven ability to continually seek new sourcing options and develop creative approaches to sourcing candidates.
- Able to analyze and interpret the needs of hiring managers and offer appropriate options, solutions and resolutions as required.
- The ability to multi-task and adapt to change in a fast-paced dynamic environment.
- Demonstrated understanding, and commitment to, integrating NCFST's Mission and values and

service model.

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

### **How to Apply**

Click "Apply Now"

To apply, please provide:

- Cover letter outlining how you meet the qualifications of the role.
- Current resume and include three work related references
- As a multi-service urban Aboriginal agency providing holistic, culture-based programs and services to Aboriginal children, and families, NCFST will give priority to applicants who identify as First Nations, Inuit, Metis and those with close affiliations.

Closing Date: open until filled.

If you are interested in this job opportunity, please click with link provided.

NCFST is 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.

We thank you for your interest, however, only those applicants selected for an interview will be contacted