

Employment Opportunity



Position: HR Generalist
Service Area: Healing Lodge
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: July 16, 2026
Closing Date: July 31, 2026
Competition Number: IHLC-02-07-16-26

POSITION SUMMARY:

The HR Generalist supports SIHLRC's workforce operations through recruitment support, onboarding, employee relations, records administration, and day-to-day human resources coordination. This role helps ensure people practices are organized, timely, and aligned with SIHLRC values, confidentiality standards, and Indigenous hiring priorities. The position works closely with leadership and staff to support a respectful, accountable workplace culture.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Coordinate recruitment activities, interview logistics, offer documentation, and onboarding tasks.
2. Maintain HR files, employee records, and tracking systems with confidentiality and accuracy.
3. Support employee relations processes, policy communication, and routine HR follow-up.
4. Assist with orientation, training coordination, and workforce documentation requirements.
5. Track leaves, compliance items, certifications, and employment-related deadlines.
6. Provide administrative support for performance management and staff development processes.
7. Uphold Indigenous preference hiring practices and culturally respectful recruitment processes.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Working knowledge of HR processes, documentation, and employee records management.
- Strong administrative and communication skills.
- Knowledge of recruitment, onboarding, employee records, and HR coordination processes.
- Ability to manage confidential information with high discretion.
- Strong organization, follow-through, and policy-oriented thinking.
- Strong relationship skills and ability to support staff respectfully across roles.
- Ability to contribute to culturally grounded and community-responsive hiring practice.

Education and Experience

Diploma or degree in human resources, business administration, or a related field, or equivalent experience. Minimum three years of experience in HR administration, recruitment, or generalist practice.

Training in trauma-informed care, harm reduction, and/or Recovery-Oriented Systems of Care (ROSC).

Professional Designation/Certification/Licenses:

Clear Criminal Record Check and Vulnerable Sector Check prior to employment.

Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others

Submit cover letter and resume to EMAIL careers@siksikarecovery.com

Please Quote **HR Generalist** in the subject line. **CALL** 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com