Sioux Valley Dakota Nation
Employment Opportunity
Human Resources Generalist

Office Location: Sioux Valley Self-Governance Building

Full-time, Permanent

POSITION SUMMARY:

As the Human Resources (HR) Generalist we are looking for a self-motivated and experienced individual who can support and nourish various departments of Sioux Valley Dakota Nation (SVDN). Responsibilities include, but are not limited to, recruitment, screening, orientation/ onboarding, benefit paperwork/inquiries, and other areas as directed. There will be clerical work, this will include filing and maintaining accurate, up-to-date HR filing systems and personnel records, and drafting reports as required.

DUTIES:

- Recruit applicants to meet vacancy requests
- Prepare job advertisements as required and ensure current inventory of all job postings
- Track time to fill and time to hire metrics
- Collect, screen, and select applicants for interviews in a timely manner
- Conduct entry level interviews and follow up on reference checks
- Draft general forms, letters, reports, as necessary
- Organize, maintain, and coordinate office records and employee personnel files
- Assist in the completion performance reviews with management
- Remain current on Employment Standards, Human Rights, and other legislative and legal requirements regarding Human Resources
- Conduct investigations relative to grievances, discipline, and respectful workplace issues and make recommendations as to the outcome
- Coordinate daily benefits processing, including enrollments, transfers, terminations, claims, and inquiries overall with the Life Inc. team and the SVDN HR Benefits Administrator
- Other duties as assigned

QUALIFICATIONS:

- Degree, Diploma or certificate in Human Resources or a related field preferred
- CHRP designation or actively working towards designation an asset
- Strong experience in HR administration including but not limited to, managing various human resources functions, processes, guidelines, as well as managing HR projects and/or staff
- Excellent time management, verbal, and problem-solving skills
- High degree of accuracy, attention to detail and critical thinking
- Ability to manage competing demands and to be highly organized
- Demonstrated ability to handle sensitive and personal information in a confidential manner
- Broad range of computer skills, particularly in Microsoft Office products, promotional material design and data management
- Active commitment to ongoing professional development and continuous learning in the HR field
- Ability to provide as a condition of employment a Satisfactory Criminal Record Check, Clear Adult Abuse Registry Check and Clear Child Abuse Registry Check
- Valid driver's license and access to a reliable vehicle
- Knowledge of Indigenous cultural, customs, values, and traditions
- Commitment to Sioux Valley Dakota Nation mission, policies, and SVDN Drug Testing Policy

Competition Number: 2026106

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation,
P.O. Box 38, Griswold, Manitoba R0M 0S0
Phone: 204-855-2761 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email hrapplications@svdngovernance.com to request a copy.