



Employment Opportunity – Contract (21 hours/week) Human Resources Generalist

Q'wemtsin Health Society (QHS) is an assembly of health care professionals who believe in providing quality, client-centred care to our Secwépemc communities through the provision of holistic health services. Located at the heart of Tk'emlúps te Secwépemc our clinic acts as a one-stop health shop for community members. Over the last 25 years, becoming a pivotal agent in supporting health and wellness for the Tk'emlúps te Secwépemc, Skeetchestn Indian Band and Whispering Pines/Clinton Indian Band.

Purpose:

To support in the smooth and effective operation of the Human Resources Department of a continually growing non-profit organization.

Responsibilities:

- Recruitment initiatives including developing job descriptions and postings, circulating postings, collection of resumes and shortlisting applicants
- Supporting Interview Panels by coordinating interviews with applicants, preparing interview questions, and coordinating onboarding of new hires
- Manage employee grievances by maintaining thorough documentation, investigating, and resolving as necessary
- Ensure organizational policies comply with existing labour and human rights laws
- Monitor employee attendance and tardiness, and addressing in writing as necessary
- Track employee training needs and coordinating training as necessary
- Support in group benefits administration
- Support in WorkSafe administration
- Conduct annual compensation reviews

Qualifications and Skills:

- Post-secondary education in Human Resources, Business Administration, or a related field
- CPHR designation or working towards the designation is an asset
- 3 - 5 years experience working in Human Resources Management
- Strong understanding of Provincial Labour, Human Rights, and Privacy laws
- Ability to be very flexible with changing schedules
- Excellent verbal, written, and organizational skills
- Knowledge of Secwépemc culture is an asset, acknowledges cultural differences and supports diversity

Additional Requirements:

- Criminal Records Check (vulnerable sector) will be required
- Possess valid British Columbia driver's license and submit current drivers abstract

Compensation:

- Hourly starting rate of \$39.00 - \$45.22, to be determined based on experience

Please forward your cover letter and resume along with business references to:

Q'wemtsin Health Society
Attn: Bobbi Sasakamoose
130 Chilcotin Road
Kamloops, BC V2H 1G3

Email: bobbi@qwemtsin.org

Position deadline: September 14, 2026

Only those who are short-listed will be contacted. We thank you all for your submissions.