



January 11, 2019

EMPLOYMENT OPPORTUNITY
Human Resources Manager
Permanent, Full-time

Whitefish River First Nations (WRFN) requires an experienced and career-minded Human Resources Manager (HRM). Reporting to the Band Manager, the Human Resources Manager, will be responsible for championing a human resource and developing human resource strategy.

Duties and Responsibilities:

- Provide professional human resources advice and service delivery to support all aspects of WRFN operations.
- Provide HR services as outlined in WRFN Policy as they relate to the recruitment and selection process, contracts, offers of employment, dismissal, layoff, or exit interviews, employee performance evaluations, employee orientation, employee training, employee records and Occupational Health and Safety.
- Provide guidance on interpretation and application of human resource policy or procedures.
- Oversee annual staff satisfaction survey and implement improvement actions.
- Monitor the effectiveness of the human resource policies and procedures and develop new policies, procedures, or forms consistent with WRFN objectives.
- Review annual reports prepared by the benefit/pension plan providers and recommend revisions as deemed necessary.
- In consultation with Band Manager and program managers, coordinate the implementation of an organization-wide training plan for employees.
- Prepare and annual report regarding training received by employees and its effectiveness.
- Periodically provide in-house human resource training to program managers and supervisors.
- Mediate workplace disputes, build consensus and achieve workable solutions.
- Consult with legal counsel on human resource issues for verification of course of action.
- Develop and maintain systems for tracking employee's monthly time sheets and accumulated credits.
- Maintain a record system for categorizing legal opinions obtained.
- Develop and maintain a HR records consisting of relevant employee information and ensure privacy/confidentiality consistent with applicable law and policy.
- Coordinate the annual Personnel Policy review process and recommend necessary revisions.

Qualifications and Competencies

- Diploma or certificate in Human Resources, with two to five years of work experience in an HR leadership capacity, or equivalent combination of education and experience.
- Member of the Human Resources Professionals Association of Ontario with a CHRP or CHRL designation is considered an asset.
- Knowledge of and respect for Anishinabek history, practices, teachings, language, values and beliefs.
- Knowledge of federal labour law standards including the Canadian Human Rights Act and the Canada Labour Code (labour standards and occupational health and safety).
- Excellent oral and written communication skills.
- Strong analytical, problem solving, and conflict resolution skills.
- Experience preparing briefing notes, reports and policies.
- Flexibility to deal with a constantly changing workload including the ability to work overtime in emergency situations or to meet deadlines.
- Possess a valid Ontario driver's license.
- A satisfactory current Criminal Reference Check (CPIC) will be required.

Interested applicants to forward a cover letter and resume with 3 current letters reference no later than 12:00 noon, February 1, 2018.

Whitefish River First Nation
17A Rainbow Ridge Road,
Birch Island, ON, P0P 1A0
Attn: Art Jacko, Band Manager