



# FULL-TIME EMPLOYMENT OPPORTUNITY:

## HUMAN RESOURCES MANAGER

**Salary:** As per the WRFN Salary Grid

The Human Resources Manager will be responsible for providing human resource support to the Whitefish River First Nation (WRFN) as an organization. The position will support the First Nation's strategic goals to help drive the design, planning, and implementation of policies and procedures while ensuring compliance with all relevant employment laws and legislations.

### **RESPONSIBILITIES:**

- Direct and coordinate human resources activities, such as employment, compensation, benefits, and training;
- Advise management and staff on all Government policies related to Human Resources, Human Rights, Labour Law and/or other relevant legislation;
- Research for current and changing government legislation and develop company policies to ensure compliance accordingly;
- Investigate all complaints of discrimination, harassment, sexual harassment, grievances, acts of violence, and workplace disagreements;
- Organize professional development and training opportunities;
- Develop and maintain a human resources system that meets management information needs;
- Assist in the recruitment, screening, hiring, retention, termination, and professional development of staff for WRFN; Plan and conduct new employee orientation;
- Provide information on benefits programs such as life, health, dental and pension plans;
- Oversee a time management system for staff;
- Assist supervisors and department managers in the management training in promotions, performance review including appropriate documentation of these activities;
- Assist in developing forms and to support managers with new hires; and
- Work with the IT Department on systems supports for new hires/employees.

### **MINIMUM REQUIREMENTS:**

- A diploma or degree in a Human Resources related field with a minimum of 5 years successful demonstrated human resources experience or an equivalent combination of education and experience.
- Extensive knowledge of the Labour Relations Act, Human Rights Legislation, Occupational Health, and Safety Act, the Employment Standards Act, and other related legislation.
- Understanding of issues and requirements related to information privacy and access, and confidentiality.
- CHRP designation would be an asset or working toward the designation.
- Sound knowledge of current HR trends, issues, techniques, and practices.
- Must have practical experience and knowledge of employment legislation governing First Nations
- Experience and/or training in Privacy Legislation a definite asset.
- Knowledge and understanding of Anishinabek culture, traditions, teachings, community dynamics an asset.
- Valid Class 'G' driver's license and access to reliable transportation.
- Must have advanced computer skills.

### **SKILLS:**

- Excellent written, verbal, and interpersonal skills;
- Demonstrated presentation, research, and analytical skills;
- Demonstrated ability to achieve results through a consultative approach; and
- Ability to work effectively with all staff, administration, government, and First Nation organizations.

**Applications will be accepted via email, fax, and mail or in-person to the attention of the Band Manager:**

### **CONFIDENTIAL:**

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON P0P1A0

Email: [jobapplications@whitefishriver.ca](mailto:jobapplications@whitefishriver.ca); Fax: (705)285-4532

### **DEADLINE TO APPLY: POSTED UNTIL FILLED**

Applications must include the following:

Cover letter, current resume, and three (3) work related reference letters (with contact information).

Successful candidates must submit an original/current copy of their Police Record Check before employment.

*We thank all who apply, however only those applicants selected for an interview will be contacted.*