



Sagamok Anishnawbek

P.O. Box 610
Massey, Ontario, Canada
P0P 1P0

Telephone (705) 865-2421
Fax (705) 865-3307
www.sagamok.ca

EMPLOYMENT OPPORTUNITY **Human Resource Manager** **Permanent**

Job Summary:

The Human Resources Manager is a specialized professional who assumes the leadership role the planning, organizing, controlling, and evaluation of the human resources department for Sagamok Anishnawbek. The ability to maintain the confidentiality of personnel information is essential to the position. The HRM shall direct and oversee the day-to-day operations of the department to achieve goals within available resources. This department is responsible for the functions of: recruitment and selection; employee benefits, classification and compensation; employee/employer relations as outlined in the human resource policy and procedures, occupational health and safety; training and development; dispute resolution; and human resources information systems.

Duties and Responsibilities:

- Coordinate the annual review process of the Personnel Policy and Procedures Manual and make the necessary revisions.
- Carry out functions as outlined in the Personnel Policy and Procedures Manual as they relate to the recruitment and selection process; contracts, offers of employment, dismissal, layoff, or exit interviews; employee performance evaluations; employee orientation; and Occupational Health and Safety.
- Provide clarification or interpretation of human resource policy or procedures.
- Oversee annual staff satisfaction survey and implement recommendations
- Monitor the effectiveness of the human resource policies and procedures and develop new policies, procedures, or forms to conform with short and long-term plans.
- Review annual reports prepared by the benefit providers and recommend revisions as deemed necessary.
- Develop, promote and maintain an Employee Assistance Program.
- Coordinate the maintenance and confidentiality of employee's personnel files.
- In consultation with program directors and the Human Resource Committee, coordinate the implementation of an organization-wide training plan for employees and Chief and Council.
- Prepare and annual report of the training received by employees and its effectiveness.
- Periodically provide in-house human resource training to program Directors and supervisors.
- Provide workable solutions and attempt to resolve and build consensus when disputes between employees arise.
- Consult with legal counsel on human resource issues for verification of course of action.
- Develop and maintain a data base for tracking employee's monthly time sheets and accumulated credits.
- Maintain a system for categorizing legal opinions obtained.
- Develop and maintain a HR data base consisting of relevant employee information.

Qualifications/Terms & Conditions:

1. Bachelor of Human Resource Management or Business, Commerce, or Public Administration.
2. Minimum of five (5) years of work experience in human resources program management.
3. Minimum of two (2) years of experience directing supervision of personnel
4. Member of the Human Resources Professionals Association of Ontario with a Canadian Human Resource Professional designation is considered an asset.
5. Knowledge of and respect for Anishnawbek history, practices, teachings, language, values and beliefs is of critical importance.
6. Knowledge of federal labour standards, the Canadian Human Rights Act and the Occupational Health and Safety section of the Canada Labour Code.
7. Excellent oral and written communication skills.
8. Good analytical, problem solving, and conflict resolution skills.
9. Experience preparing briefing notes, reports and policies.

10. Flexibility to deal with a constantly changing workload.
11. Possess a valid Ontario driver's license.
12. Be able to work overtime to meet deadlines and or emergency situations.
13. Ability to understand and speak Anishnaabemowin is of critical importance.
14. Valid within 6 months Criminal Records Check (CPIC)/Vulnerable Sector Screen.
15. Six [6] month probationary period.

Interested applicants **MUST** submit a cover letter, resume, photocopies of certificates/diploma/degree from a post-secondary institution, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one 1 character reference):

Attn: Hiring Committee
c/o Human Resources
Sagamok Anishnawbek, P.O. Box 610, Massey, Ontario, P0P 1P0
Fax: (705) 865-3307
Email: toulouse_danielle@sagamok.ca

By: **Tuesday April 24, 2018 at 4:00 p.m.**

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.
Preference will be given to Aboriginal people.