



Wahnapiatae First Nation

259 Taighwenini Trail Road
Capreol ON P0M 1H0

Phone: (705) 858-0610

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www.wahnapiataefirstnation.com

JOB POSTING

POSITION:	Human Resource Administrator
TERM:	Permanent Full-Time - 35 hrs per week
SALARY:	Salary to commensurate with qualifications and experience
START DATE:	Immediately
REPORTS TO:	Executive Director

NATURE AND SCOPE OF POSITION

The Human Resources Manager will be responsible for a broad range of human resources services for Wahnapiatae First Nation and supporting the Executive Director. The Human Resource Manager shall be responsible for but not limited to reviewing current Wahnapiatae First Nation policies and making recommendation to the Executive Director, maintain and monitoring confidential employee file and documents, monitoring health and safety programs; assisting with recruitment of staff performance management and staff relations. The Human Resources Manager functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Wahnapiatae First Nation, and Contributes to the accomplishment of the strategic priorities.

DUTIES AND RESPONSIBILITY

- Coordination of human resources services and staff relations
- Provide advice, supporting and collaborating with managers and directors
- Supporting general human resources services including recruitment, selecting, hiring and training
- Developing and updating human resources policies and procedures
- Assisting with performance management
- Maintaining and monitoring documentation and files
- Assisting with attendance management, disability management
- Promoting and ensuring a safe workplace environment
- Advises managers on the application and interpretation of HR Policies and Procedures and make sure are followed, Development of Policies and Procedures.
- Develop, Implement and Administer Employee Assistance Program
- Provides support to ensure effective and efficient operation of Joint Occupational Health and Safety Committee and Representatives
- Administers workers compensation claims in consultation with the Director of Finance

- Administers sick leave, attendance management, early intervention and return to work programs
- Ensures compliance with Human Rights Code, Accessibility for Ontarians with Disabilities Act, Wahnapiatae First Nations Policies and Procedures
- Develop, Define and Implement Code of Conduct

POSITION REQUIREMENTS

- Completion of post secondary education in Human Resources, Business Administration or a related field
- One to three years experience in Human Resources
- Experience supporting a number of Human Resource functions such as recruitment, performance management, attendance support, labour relations and health and safety
- Working knowledge of relevant HR legislations and knowledge of current principles and best practices in human resource management administration
- Demonstrated initiative and problem-solving skills, ability to positively influence others to use effective human resources practices
- Demonstrate commitment to personal professional development
- Positive professional disposition, excellent interpersonal and communication skills and a superior customer service mindset
- Sound time management and organization skills, ability to work with minimal supervision
- Ability to handle sensitive and confidential information in a discreet and professional manner
- Must have valid drivers license and access to a vehicle
- Advanced oral and written proficiency in English is essential
- Must undergo a criminal record check prior to employment and provide valid drivers license

CLOSING DATE: October 25, 2017 @ 12:00 pm

Please forward your cover letter, resume and three (3) work references by fax, email or regular mail to:

Leila Roque Administration
Wahnapiatae First Nation, 259 Taighwenini Trail Road, Capreol ON P0M 1H0
leila.roque@wahnapiataefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those being interviewed will be contacted.