

EMPLOYMENT OPPORTUNITY
HUMAN RESOURCES MANAGER



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CHIEF
Warren Tabobondung

CHIEF COUNCILLOR
Brent Tabobandung

COUNCILLORS
Craig Brown
Joel King
Chance Pedoniquotte-King

Position Summary: The Human Resources Manager works in collaboration to build a positive working environment and organizational culture. The Human Resources Manager position is to provide professional and administrative support, based on legislative labour code requirements and Wasauksing First Nation (WFN) policies and procedures.

Other regular duties of this role include:

- Develops, implements, and manages the Human Resource policies, programs and systems of the Wasauksing First Nation and interprets such policies for management, supervisors and employees.
- Develops position descriptions and qualifications to support WFN's goals and mission.
- Coordinates employment recruitment activities, assuring that properly qualified employees are recruited and hired for WFN positions in accordance with established policies.
- Develops, coordinates and delivers employee orientation and indoctrination programs.
- Provides assistance to employees on issues related to employment problems, job classifications, compensation and career development.
- Manages the salary/wage increase process while ensuring consistent, fair application of the program.
- Manages the administration of employee personnel files.
- Coordinates the administration of the WFN employee performance appraisal program.
- Coaches managers on effective employee performance management and provides advice and guidance enabling managers to work through people challenges.

The successful candidate for this position will have:

- Completion of post-secondary education in Human Resources Management, or related discipline.
- A Human Resources Professional designation (or actively pursuing designation).
- Minimum of 5 years of human resources management experience including extensive proven experience in recruitment, compensation, performance management, employee and labour relations, training and development, etc.
- Previous Indigenous HR experience and/or local government or municipal HR experience is preferred.
- Consideration may be given to previous experience in the recruitment, hiring and orienting of new staff as well as staff training and policy compliance in an organization not specifically having an HR department.

Interested candidates must possess and can regularly demonstrate:

- Strong senior administration and management skills.
- Proven leadership abilities including developing, training and motivating staff.
- Thorough knowledge of Canadian federal and provincial employment and labour relations and occupational health and safety laws and guidelines.
- A valid driver's licence and a CPIC required.
- Be guided by and be respectful of the Anishinaabe Seven Grandfather Teachings.
- A proficient level of communication skills, verbal and written.
- Collaborative communication style that creates a cohesive and positive workplace environment.
- The ability to speak Anishinaabemowin is an asset.

Applicants may request a full Job Description by contacting principal@wasauksing.ca.
Resume and applications will be accepted until April 22, 2021.

Please send your complete resume and references to the Wasauksing First Nation
 1508 Geewadin Road, Lane G P.O. Box 250, Parry Sound, ON P2A 2X4
 or email your complete package to principal@wasauksing.ca
Please note that only candidates that will be interviewed will be contacted.