



Anishinaabe Abinoojii Family Services

We invite applications for the following position:

HUMAN RESOURCES MANAGER

**Location – AAFS Administration Office, Wauzhushk Onigum Nation
One (1) Regular Full-Time Position**

General Description:

The Human Resources Manager (HRM) is responsible for the development and delivery of the human resources program including oversight of the Human Resources Team with emphasis on the delivery, execution, and continuous improvement of HR policy and procedures, employee relations, recruitment and selection, compensation, performance management, benefits administration, on-boarding, and Health and Safety all in line with the Strategic Plan. The HRM meets quarterly with the Personnel Committee to provide updated HR organization, statistical and related information. The HRM reports directly to the Director of Finance and Administration.

Qualifications:

- University Degree, CHRP Designation or related field with four years direct experience preferably in a not-for-profit organization, however applicants with a combination of related education, experience and skills may be considered;
- Expert knowledge of the Employment Standards Act, Human Rights, Health and Safety, AODA, WSIB and other related legislation;
- Sound knowledge of labour relations, conflict resolution, mediation, and employment law;
- Ability to plan and implement the human resources program to align with the strategic plan;
- Ability to oversee the day-to-day operations of the HR Team and supervise the HR staff;
- Ability to implement and lead recruitment and selection strategies and practices to attract qualified personnel;
- Ability to implement and lead wage and salary structure, market research, pay policies, practices and systems;
- Ability to implement and lead benefits administration, market research and benefit options;
- Ability to implement and lead agency health and safety programs;
- Ability to implement and lead an employee-oriented culture emphasizing quality, continuous improvement, employee retention and development, and high performance;
- Ability to establish and maintain positive working relationships with agency staff and management, Personnel Committee and Board members, benefit providers, labour lawyers, and all other internal/external contacts;
- Must be committed to ensure highest level of confidentiality at all times;
- Superior interpersonal, management and leadership skills;
- Superior communication, organizational, time management, and decision-making skills;
- Ability to flex daily work hours as determined by the Director of Finance and Administration;
- Must possess a valid Ontario G Drivers License and be willing to travel;
- Must provide a current Vulnerable Sector Check and Drivers Abstract; and
- Ability to speak Anishinaabemowin is preferred and a definite asset.

Working Conditions:

The work will be normally performed in a typical interior and office environment located in the offices of AAFS. The position will require the incumbent to sit for long periods of time at a desk, walk, stand, bend, stoop, crouch and stretch. Use of arms, hands or fingers in typing, handing, carrying objects and repetitive movements. The noise level environment is usually quiet to moderate. Travel to semi-remote Anishinaabe communities on rough and winding class “C” roadways and in various weather conditions.

Salary: To Commensurate with Qualifications and Experience

CLOSING DATE:

No later than Thursday February 21, 2019 at 4:30 p.m. Late applications will not be accepted.

AAFS welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Submit resume with cover letter quoting file #HRM20190221 to:
Director of Finance and Administration c/o 20 Main Street South Kenora, ON. P9N 1S7
Fax (807) 548-1345 or by E-Mail to AAFS.HumanResources@aafs.ca**

Miigwech to all who apply, however only those selected for an interview will be contacted.
No Phone calls please.

All interviewees must submit a current Vulnerable Sector Check and Drivers Abstract at time of interview.

EXTERNAL POSTING