



## **EMPLOYMENT OPPORTUNITY**

Naicatchewenin First Nation

Invites applicants for a

### **Human Resources Officer**

The Human Resources Officer is responsible for providing advice, leadership and expertise to Directors and Supervisors on key HR programs including: employee relations, performance management, employment law, best practice and recruitment. This is a full-time position working Monday to Thursday 9:00AM – 4:30PM and Friday 9:00AM – 2:30PM.

#### **Duties**

- Supports the development and implementation of HR initiatives and systems;
- Carries out a full cycle recruitment process for new employees by preparing job descriptions, advertising positions, drafting employment agreements, and managing the hiring process;
- Creates and implements effective onboarding plans;
- Provides support and advice to supervision to deliver effective and consistent performance management;
- Provides guidance, coaching and support to employees in dealing with employee relations issues;
- Manages the human resources information system and all related employee information in a secure manner;
- Assists with policy development, provides advice, and ensures consistent application;
- Develops training and development programs;
- Supports the management of attendance, disability, disciplinary and grievance processes;
- Maintains employee benefits, a health & safety program, WSIB documentation, prepares mandatory reports and relevant correspondence;
- Develops health and safety policies and procedures;

#### **Qualifications:**

- Post-Secondary degree or diploma in Human Resources Management or equivalent.
- Minimum three (3) years' experience working with First Nations or in the field of Human Resources;
- Ability to interpret and analyze policies, public issues, legislation, and/or the operations of governments, businesses and organizations;
- Must possess valid driver's license, have clean driver's abstract, and be insurable;
- Employment is conditional upon successful completion of a criminal records check.
- Employment is conditional upon successful completion of a drug test.

#### **Salary**

- Based on qualifications and experience.

Please direct cover letter, resume, and 3 professional references to:

Human Resources Officer  
Naicatchewenin First Nation  
R.R. # 1, Box 15  
Devlin, ON                      POW 1C0  
careers.nfn@bellnet.ca

**Closing Date for Applications: 4:30PM on Monday, November 30, 2020**

Disability-related accommodations during the recruitment process are available upon request