

# Wiigwas Elder and Senior Care

## Employment Opportunity

### Internal/External

**Position:** Human Resource Generalist  
**Term:** Full-time, Six-month contract with possibility of extension  
**Responsible To:** Executive Director

**Organizational Background:** Wiigwas Elder and Senior Care is a new Not-For-Profit organization. Wiigwas Elders and Seniors Care mission is to be a centre of excellence which delivers inclusive quality and culturally appropriate care to Elders and the citizens of Kenora and surrounding communities. Wiigwas Elders and Seniors Care is a 96-bed Long-Term Care facility in Kenora, Ontario, with a “Heart” to serve our Elders and community members.

**Position Summary:** The Human Resources Generalist shall work with Senior Management and assist them in all Human Resource related matters. The Human Resources Generalist will be responsible for developing policies and procedures aimed at employee attraction and retention as well as assisting Senior Management with the hiring of new employees. The Human Resources Generalist will provide direct support to Senior Management in all Human Resources related matters, from staff orientation and training to performance management and employee appraisal and the implementation of progressive discipline. In addition to assisting with the development and maintenance of personnel policies, including the implementation of cultural safety guidelines, the Human Resources Generalist will also act as a resource to Senior Management on labor legislation and any amendments thereto.

#### Overview of Duties:

- Work with Senior Management to develop job descriptions and postings
- Assist with orientation of new employees and the provision of staff training (e.g., planning for First Aid training for employees), as needed
- Develop and implement staff training on any new policies and standards
- Assist with matters involving progressive discipline and any other Human Resource administrative work, as required by Senior Management
- Work with relevant Program Manager(s) to ensure culture and community-based research, such as Elder’s teachings and community feedback, is incorporated in policies/procedures/standards development
- Manage full-cycle recruitment for Union and Non-Union employees.
- Knowledge of Employment Standards Act, the Ontario Human Rights Code, collective agreements, and other employment related legislation to ensure compliance and provide advice and counsel.
- Negotiate collective agreements on behalf of employers or workers.
- Assist Program Managers with ongoing maintenance of organizational policies and procedures in accordance with current legislation and relevant industry standards
- Ensure that privacy and security policies are in accordance with legislative and accreditation requirements, such as PIPEDA and PHIPA
- Additional duties as required.

#### Qualifications:

- Excellent written, oral, interpersonal and presentation skills
- Excellent computer skills
- Experience in program development and implementation
- Experience in developing policies and procedures
- Experience with Human Resources and knowledge of relevant legislation
- Knowledge of the Anishinaabe culture and demonstrable understanding of cultural safety requirements
- Certified Human Resources Professional Designation
- Demonstrable understanding of legislation relevant to organizational practice
- Experience in management considered an asset
- Experience with UFCW and ONA Unions considered an asset

#### Position Requirements:

- Applicants should possess a valid driver’s license, have a vehicle and be willing to travel when required
- Understanding and speaking of the Ojibway language is an asset
- Must be able to pass a Criminal record check

**Open until filled**

Please forward resume, cover letter and 3 references- including 1 professional reference,  
**via email only.**

**Human Resource Department**  
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