



Dnaagdawenmag Binnoojiiyag
CHILD & FAMILY SERVICES

Dnaagdawenmag Binnoojiiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity

Director of Human Resources - Hiawatha

Purpose of the Position:

Reporting to the Executive Director, the Director of Human Resources is responsible for the provision of human resource services. The incumbent is responsible for creating and supporting a positive employee relations environment.

The Director of Human Resources, in keeping with Dnaagdawenmag Binnoojiiyag Vision, Mission and Values will provide leadership in the development of human resources policies and programs and assist in the development of the organizations Strategic Plan. The Director of Human Resources applies a solid knowledge and understanding of employer obligations including staffing, compensation and benefits, health and safety, orientation and training, and organizational development.

Responsibilities:

Human Resources Management

- Build and promote a safe, healthy, respectful workplace in accordance with the organizations mission, vision and values, Ministry standards and regulations and all legislative requirements and be accountable for staff to meet this responsibility.
- Generate transition plans and set priorities to facilitate organizational realignment, where required, including consultation with staff and other groups.
- Assist in service/human resource planning and budget preparation as they relate to human resource requirements, program expenditure controls and financial accountability.
- Ensure all necessary human resource policies, programs, and procedures are developed and implemented in accordance with relevant legislation, organization accreditation, and best human resource practices.
- Oversee the recruiting processes and develop and implement effective procedures to ensure acquisition of qualified candidates.
- Develop, implement and manage an appropriate employee recognition program.
- In collaboration with the Executive Director and Director of Finance, manage the organization's Employee Benefit program through cost monitoring and reporting, and guiding the tendering process for selection of benefit carriers.
- Establish and monitor an appropriate budget in support of resources required to design, implement, maintain and evaluate all human resource programs, approve human resource program delivery expenditures within delegated approval guidelines.
- Oversee the Health and Safety function within the organization, including ensuring management representation to the Joint Health & Safety Committee, and contribute to the resolution of health/safety concerns.
- Provide expertise, support and advice to all organizational levels on matters related to labour legislation and labour relations practices.

Employee Performance Development

- Monitor service levels and quarterly data reports to adjust the human resource plan as required.
- Develop, implement and maintain appropriate job description, job evaluation and classification processes needed in the organization participating in related committee work as required.
- Establish policies and procedures/mechanisms for performance management.
- Provide consultation and support to managers and supervisors with respect to performance management and staff disciplinary decisions.

Training and Development

- Work cooperatively with members of one's team and other agency's human resource teams, to participate in and contribute to planning of the services of the team.
- Participate in professional development to achieve increased competence and skill in areas critical to performance by attending appropriate training opportunities and keeping current with the theory and practice in one's area of employment.
- Serve as a resource to managers and supervisors on human resource issues and initiatives in line with their functional areas of responsibility.

Preferred Requirements:

The successful applicant should have:

- University degree in Human Resources or a related discipline is a minimum requirement, preferably at the Masters level
- Certified Human Resource Professional (CHRP) Designation
- Minimum 5 years' experience in human resources management in a management role.
- Strategic planning and organizational development experience would be an asset.
- Skilled in use of computers and in the development of Human Resource systems, policies and procedures.
- Demonstrated organizational, research, analytical, mediation, and interpersonal skills.
- Proven leadership, planning and organizational abilities, with effective oral and written communication skills.
- The Employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience.

Knowledge Requirements:

- Understanding of various cultures and cultural communities such as First Nations, Métis, and Inuit (FNMI) communities;

- Ability to understand and work with various other communities appreciating cultural differences and diversity;
- Extensive knowledge of the broader service system for children and families, including flexible funding resources;
- Ability to work as a team member using a solution focused approach with other team members while always working to move the team towards the achievement of the department's goals, and creating a culture of collaboration;

Ability Requirements:

- Ability to provide an acceptable Driver's Abstract;
- Ability to provide an acceptable CPIC with VPSS;
- The employee is required to provide their own vehicle for used on the job;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License;
- Provide proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children.

Starting Salary: \$116,033.00 - \$125,731.00 based on qualifications and experience

Closing Date:

January 11th, 2019 at 4:30pm.

Only those selected will be contacted for an interview.

For Application to be considered please submit:

- Application for Employment - available at www.binnoojiiyag.ca
- Cover letter and Resume
- 3 work related references

Cheryl Benstead, Recruiting and Training Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family Services,
517 Hiawatha Line,
Hiawatha First Nation, ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca