



Dnaagdawenmag Binnoojiiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity Human Resources Manager – Full Time, Hiawatha First Nation

Purpose of the Position:

Reporting to the Executive Director, the Human Resource Manager is responsible for the development, implementation and updating of human resource policies, procedures and standards, for the recruitment and selection of staff, for the preparation of reports as required by the Executive Director, for the supervision of staff charged with responsibility for the components of the HR functions and for any other duties that may be assigned by the Executive Director. The Human Resource Manager will assist the Finance Manager as needed.

Responsibilities:

Policy and Program Development

- Assists the Executive Director in the development of and, as needed, of revisions to clear and effective Human Resource policies, procedures and standards for Board approval to both comply with evolving First Nation and Funder requirements (applicable legislation, regulations and policy directives), and to address any operational issues as they are identified.
- Assists with the development of the human resource component of proposals for the implementation of programs of service that are required to address identified and substantiated needs of children, youth and their families.
- Consults regularly with and acts as a resource to both the DBCFS Executive Director and other DBCFS staff with respect to the adequacy of established HR policies and procedures.
- Reports quarterly to the Executive Director with respect to the adequacy of personnel policies, procedures and standards in relation to any operational issues that arise.

General Program Management and Administration

- Assists the Executive Director in ensuring that Board-approved Human Resource policies and procedures are implemented and followed, and that Board-approved standards are met in the day-to-day management and administration of DBCFS.
- Assists the Executive Director in ensuring all Human Resource recording and reporting set out in policies is completed by staff to the specified standard.

- Consults with Executive Director and other Managers and staff as appropriate to help address any contentious Human Resource issues.
- Assists with the development of a division of labour and organization structure that supports the most efficient and effective use of human resources in the management, administration and delivery of services.
- Assists the Executive Director with the recruitment of any Human Resource and other support staff; and directly supervises, evaluates and delegates functions and authority to staff responsible for HR functions.
- Ensures the development and maintenance of effective communications between management, staff and functional units of DBCFS.

Human Resource Management

- Assists the Executive Director in the development of a standardized approach to recruitment and selection of staff and of innovative and effective recruitment and retention strategies to meet the human resource requirements of DBCFS.
- Develops a tracking system and quarterly human resource report to assist management staff to promote the efficient and effective allocation of human resources, that will include details on recruitment and vacancy management, turnover and average length of employment.
- Acts as an internal consultant to the Executive Director, managers and supervisors on issues of recruitment and retention.
- Assists the Executive Director in the development and maintenance of a job classification scheme and salary grid.
- Assists the Executive Director in ensuring that annual (and any interim or probationary) evaluations are carried out by the respective supervisors of all staff according to policy and standard, that all position descriptions are reviewed and updated as DBCFS grows and, minimally, on an annual basis, and that the developmental needs of all staff are built into an effective annual staff training and development plan.
- Assists the Executive Director and other Managers and Supervisors in facilitating the staff complaint and grievance procedures.
- Assists the Executive Director in identifying and, once approved by the Board, implementing and maintaining an employee benefits and pension plan.
- Assists the Executive Director in identifying, implementing and maintaining liability insurance policies.
- Manages the Health & Safety function, including the establishment of a Health and Safety Committee, ensuring compliance with all health and safety related legislation, regulations and directives, contributing to the resolution of health/safety concerns in the workplace, ensuring Health & Safety certification training is provided to Health & Safety Committee Members as necessary and

overseeing processes to ensure proper management of WSIB claims.

- Develops, implements and manages an employee recognition program.

Financial Management

- Assist the Finance Manager in any financial issues as needed.
- Act as a backup to the Finance Manager and fill in during his/her absence from the agency.

Other Duties

- 1) Ensures the effective implementation of other duties as determined by the Executive Director.

Preferred Requirements

The successful applicant should have:

- a post secondary degree or diploma in human resources – Certified Human Resource Professional (CHRP) or be currently pursuing designation.
- a minimum of 5 years progressively responsible experience in Human Resource and financial management.
- a minimum of 3 years experience at a management level supervising staff.
- individual must be bondable.

Knowledge Requirements

The successful applicant will:

- be thoroughly familiar with DBCFS Human Resource and Financial Management Policies and be prepared to follow all DBCFS policies.
- be familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies.
- have a sound knowledge of current HR trends, issues, techniques, and practices.
- have a solid background in the use of computers with specific knowledge of MAC computers and accounting, spreadsheet and document software.

Ability Requirements

The successful applicant(s) will demonstrate ability to:

- relate effectively to and supervise staff as a diplomatic and flexible team player.
- work effectively with the management and staff of other programs/agencies;
- effectively manage HR matters.
- effectively manage financial matters.

- communicate effectively in writing and verbally.
- provide an acceptable CPIC and VPSS.

Starting salary: \$80,000 to \$96,769 based on qualifications and experience, (full salary range up to \$107,649)

Closing Date: Open until Filled – First Screening, Friday, March 22nd, 2019

- Only those selected will be contacted for an interview.

Please send:

- Application for Employment (available at www.binnoojiiyag.ca).
- Cover letter and Resume (include 3 work related references) to:

Carrie Wilson, Recruitment Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family Services,
517 Hiawatha Line,
Hiawatha First Nation, ON
K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

- Persons of Indigenous ancestry and members of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply;
- For a full job description and any questions please email: careers@binnoojiiyag.ca