

EMPLOYMENT OPPORTUNITY



Dnaagdawenmag Binnoojiyyag
CHILD & FAMILY SERVICES

Dnaagdawenmag Binnoojiyyag
Child & Family Services
517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6
Toll Free: 1-844-523-2237

POSITION TITLE:	HUMAN RESOURCES ADVISOR
DEPARTMENT:	HUMAN RESOURCES
REPORTS TO:	MANAGER OF HUMAN RESOURCES
LOCATION:	EAST AND WEST REGION
POSTING DATE:	SEPTEMBER 12, 2019
CLOSING DATE:	SEPTEMBER 19, 2019

Purpose of the Position:

Reporting to the Human Resources Manager, the Human Resources Advisor is responsible for providing human resources generalist duties primarily within the Region they support. The Human Resources Advisor is a strategic partner, promoting a positive employee experience, providing advice and assistance to all employees and representing human resources within their respective region. They are responsible for talent acquisition, training and development, employee relations, onboarding, health and safety, wellness and employee rewards in collaboration with the Human Resources Team. The incumbent acts as a cultural role model in ways that demonstrate Dnaagdawenmag Binnoojiyyag Child & Family Services Values and embraces this in all human resources activities, ensure the provision of expert legal services to the Agency, to manage the Legal Services Department, to represent the Agency in court applications under the Child and Family Services Act and Young Offenders Act and to provide legal advice to Legal Team and Agency staff as required.

Responsibilities:

Employee Relations

- First point of contact for human resource inquiries.
- Provide support and advice to co-workers and the Leadership Team with regards to employee relations that are in line with best practices, employment related legislation, policies and procedures.
- Conduct objective and unbiased investigations related to employment matters.
- Participate in the conflict resolution process as needed including participation in Circle.

Talent Acquisition

- In collaboration with the Organizational Development and Recruitment Coordinator, source candidates and maintain a talent pool specifically for the region.
- Review job descriptions and job postings prior to posting to ensure accuracy and consistency.
- Screen resumes and employment applications in consultation with regional Leadership Teams.

Approved: 09.11.2019

Posted: 09.12.2019 CB

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- Schedule and coordinate candidate interviews with Hiring Committee(s).
- Make conditional offers of employment and provide regrets to candidates not selected to move forward in recruitment process.
- Verify applicant references, certifications, licenses, record checks, insurance requirements and educational credentials.
- Formalize Offers of Employment letters including hire/onboarding date.
- Communicates information and prepares for new employee onboarding.

Onboarding

- Communicates new employee information to all stakeholders.
- Organizes and facilitates new employee onboarding program.
- Creates employee file and ensures all relevant documentation is collected.
- Enters employee information in the Human Resources Information System (HRIS).

Public Engagement & Networking

- Deliver information about Dnaagdawenmag Binnoojiiyag Child & Family Services' human resource needs to community members throughout their respective region about career opportunities.
- Maintain a strong network between Dnaagdawenmag Binnoojiiyag Child & Family Services and employment, training and education officers.
- Maintain a strong network between Dnaagdawenmag Binnoojiiyag Child & Family Services and high schools, colleges, universities and training institutes to ensure Dnaagdawenmag Binnoojiiyag Child & Family Services is recognized as a quality employer for career path guidance and referrals of promising graduates interested in the Child, Youth and Family Services sector.

Training and Development

- Assist in the facilitation of training and development programs.
- Assist in the development of training materials, tools and resources.
- Train and coach Leaders on providing employees with feedback and developing Work Plans.

Employee Engagement

- Assist in implementation of an Employee Engagement Plan that focuses on regional needs and consists of:
 - Employee Recognition Program.
 - Employee Rewards Program.
 - Measuring employee engagement.
- Assist in implementation of an Employee Wellness Program.

Health and Safety

- Provide support on issues pertaining to Occupational Health and Safety.
- Conduct workplace inspections and audits.
- Conduct accident investigations, providing advice and making recommendations on the reduction of risk and incident re-occurrence.

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- Investigate and evaluate hazards and concerns.
- Facilitate the Joint Health and Safety Committee meetings.
- Ensure Fire Safety Plans for all locations in the region are up to date and administered.

Administration

- Liaise between employees and Leadership in a courteous and professional manner.
- Prepare reports as requested including working with the Quality Assurance Team to identify and analyze regional trends.
- Lead special projects as assigned.

Other Duties

- Ensures the effective implementation of other duties as assigned.

Education and Experience:

The successful applicant should possess:

- A post-secondary degree or diploma in human resources OR a combination of relative experience and training.
- A minimum of two (2) years related experience in Human Resources.
- Be a Certified Human Resources Practitioner or working towards.
- A valid driver's license, acceptable driver's abstract, access to a reliable vehicle and proof of two (2) million dollars in liability insurance.

Work/Knowledge Requirements:

The successful applicant will possess:

- A good understanding and working knowledge of human resources: employee relations and engagement, training and development, talent acquisition, performance management, etc.
- A strong knowledge of employment legislation, including the ESA, the OHSA, the OHRC and common law.
- Thorough understanding of privacy and the obligation to maintain confidentiality as set out in legislation and Dnaagdawenmag Binnoojiiyag Child & Family Services policies and procedures.
- A solid background in the use of computers and software applications including Microsoft Office suite.
- Understanding of various cultures and cultural communities such as First Nations, Inuit and Métis (FNIM) communities.

Skills and Ability Requirements

The successful applicant(s) will demonstrate:

- Commitment to our Mission, Vision and Core Values
- Excellent listening, verbal/non-verbal and written communication skills with a positive attitude.
- Ability to exercise discretion and confidentiality.
- Interpersonal, analytical and organization skills with attention to detail.

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- An aptitude for continuous learning and innovative thinking.
- Strong organizational skills with respect to time and ability to prioritize workload and work tasks.
- Ability to relate effectively to all employees and the Leadership Team as a diplomatic, collaborative and flexible team player.
- Ability to work independently with initiative and leadership.
- Good judgement, analytical, and decision-making skills.
- Ability to provide an acceptable Criminal Police Information Check (CPIC) with Vulnerable Person Sector Search (VPSS).

Salary Range:

- \$56,000.00 - \$67,483.00, depending on qualifications and experience.

Closing Date:

- Open until filled.
- Incomplete applications will not be considered.
- 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)

Human Resources Team
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 First Nations, Inuit and Métis ancestry and members of Dnaagdawenmag Binnoojiiyag Child and Family Services First Nations are encouraged to apply.
- For a full job description and any questions please email: careers@binnoojiiyag.ca