



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention and Protection, Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations.

DIRECTOR OF HUMAN RESOURCES PERMANENT FULL TIME

JOB PURPOSE

Reporting to the Executive Director as a member of the Senior Management Team, the Director of Human Resources is responsible for planning, organizing, directing, controlling, developing, monitoring, and implementing effective corporate human resource systems. The Director of Human Resources is responsible for providing strategic human resource support to the Executive Director and Senior Management and for ensuring regulations and legal requirements are followed. This position is responsible for ensuring human resource systems contribute significantly to the achievement of the mission, vision, values, philosophy, and strategic directions of the Agency.

KEY JOB FUNCTIONS

Recruitment and Selection: Develop and implement appropriate background checks. Organize, implement, and participate in Hiring Committees. Recommend applicants for hiring in collaboration with Hiring Committees. Coordinate offers of employment, contracts, and agreements. Manage the orientation process of new hires in collaboration with management and supervisors.

Performance and Attendance Management: Coordinate, monitor, and report on performance and attendance management. Monitor employee attendance and report concerns to applicable supervisors. Develop strategies to address performance and attendance management issues. Develop draft discipline documents for supervisors and provide assistance to supervisors with progressive discipline issues.

Policy and Procedure Development and Reporting: Review personnel policies and procedures with the Senior Management Team. Recommend, develop, and implement new or revised policies and procedures. Manage annual review of human resources policies and procedures. Interpret and clarify human resources policies and procedures. Ensure completion and submission of required reports.

Minimum Education

- Degree in Business, Human Resources, Industrial Relations, or equivalent.
- Designation as a Certified Human Resources Professional is preferred and would be an asset.

Minimum Experience

- Five (5) years of senior-level experience in an organization managing human resources.
- Experience in a supervisory capacity.
- Experience writing proposals, policies, procedures, and reports.
- Experience working with Indigenous organizations.

Knowledge Requirements

- Knowledge of the Employment Standards Act, Ontario Human Rights Act, Occupational Health and Safety Act and other relevant human resources legislation Special Skills.
- Demonstrated human resource management skills.
- Ability to meet deadlines, administer multiple priorities in a fast-paced environment and work flexible hours. Ability to adapt to and manage change. Ability to work with confidential and sensitive information.
- Excellent computer skills and MS Office software

Other Requirements

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

Work Site Location:

- North Bay

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Joanne Koehler, Executive Director
Niijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@niijcs.com

Application deadline is:

OPEN UNTIL FILLED.

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact Human Resources at careers@niijcs.com