



# HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

**Position Title:** Human Resources Coordinator

**Location:** Hiawatha, ON

**Duration:** Full-Time

**Posting Closes/Deadline:** February 28, 2019 at 11:59 p.m.

**Tentative Interview Date:** March 4-8, 2019

**Salary Range:** TBD

## **About Us:**

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

## **Position Summary:**

The Human Resources Coordinator is responsible for the development, updating, implementation and enforcement of human resources policies and current relevant legislation. The Human Resources Coordinator will provide guidance, support and advice to management, program heads and leadership on HR activities and issues; facilitate and guide the recruitment and selection process; coordinate staff training and development; oversee the administration of the organizations group benefits and pension plans through regular communication with both benefits and pension providers and staff; assist in facilitating initiatives that support highly engaged teams and a healthy workplace; oversee all HR related documents ensuring an accurate and current records system is maintained; including the systems for documenting leave and attendance. The incumbent must follow the strategic plans of the organization and adhering to the HFN vision and values

## **Main Responsibilities:**

- Participating in appropriate meetings including updating leadership from time to time on human resources;
- Participating on Health and Safety Committee meetings – providing administrative support for the program or group;
- Preparing, reviewing and maintaining policies, ensuring that they are in line with current legislation;
- Ensuring that organization is staying on top of and employees are aware of new changes in legislation and policies through meetings, emails or other means;
- Overseeing the administration of Group Benefits and Pension Plan;
- Liaising with finance staff on finance related matters (i.e. payroll, benefits, pension, etc.);
- Maintaining filing system and ensuring personnel files are complete and up to date;
- HR Planning to address current and future HR needs;
- Assisting managers and supervisors with day to day HR issues where needed;
- Developing, maintaining and following plans for staff recruitment and retention
- Other duties as assigned

## **Requirements:**

- Post-Secondary Diploma in Business Administration or another related diploma;
- HR Certificate is required and eligible or currently has CHRP/CHRL/CHRE designations;
- An undergraduate degree in Business Administration or Human Resource Management is an asset
- Five years' experience in a Human Resources or management capacity, with 3 years of this being at a supervisory level;

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*

- Experience in a First Nations environment is an asset;
- A combination of education, training or work experience which Hiawatha deems to be equivalent specialized and relevant certifications (i.e. Health and Safety, Alternative Dispute Resolution, etc) an asset
- Must provide a clear CPIC
- Valid Driver's License and reliable transportation is an asset

#### **Knowledge, Skills and Abilities:**

- Sound knowledge of legislation (i.e. Canada Labour Code, etc.)
- Sound knowledge of legislation and case law that impacts a workplace
- Ability to seek out and stay on top of changing legislation and how it affects the workplace
- Knowledge of working in a First Nations setting
- Understanding of payroll, legislation affecting payroll and benefits
- Ability to make sound and ethical decisions
- Ability to deal with difficult situations which can sometimes be heated or emotional for one or more parties
- Ability to listen effectively, respond appropriately and maintain mutual comfort level while relating to a diverse workforce
- Ability to plan and be proactive when dealing with various issues within an HR department
- Ability to multi-task and set priorities
- Ability to work in a team and individually
- Excellent time management skills
- Ability to maintain strict confidentiality and build trust and rapport with staff

#### **Behavioural Competencies:**

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Results Oriented
- Personal Effectiveness
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

#### **Working Conditions:**

- Extended periods of sitting
- May have to deal with upset clients from time to time
- Occasional overtime
- Working with tight deadlines
- Working with difficult situations which require concentration and listening
- Will be required to speak one on one and within group settings
- Attend meetings outside of regular working hours
- Possible travel required

#### **Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter to ATTN: Kelly Maracle, via mail, email, fax or in person to:

By Mail: Hiawatha First Nation  
123 Paudash Street  
Hiawatha, ON  
K9J 0E6

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)  
By fax: 705-295-4424

If you have questions or would like a detailed job description, please contact Kelly @ 705-295-4421

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*