



Hiawatha First Nation is now accepting  
Applications for the position of  
**HUMAN RESOURCES CO-ORDINATOR**  
**Full-Time (based on 35 hours per week)**

**Purpose of the Role:**

Reporting to the First Nation Administrator, the Human Resource Coordinator is responsible for: the development, updating, implementation, and enforcement of human resources, labour relations and human rights policies, procedures and standards. Ensure compliance with all appropriate employment and labour legislation. Provide guidance, support and advice to employees, program heads and leadership on Human Resources (HR) activities/issues. Facilitate and guide the recruitment and selection process. Coordinate and provide staff training and development. Oversee the administration of the organizations group benefits and pensions 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 including ensuring an accurate and current records system is maintained to improve processes associated with attendance and timekeeping by working in conjunction with Payroll. Confidentiality must be enforced and practiced at all times.

**The Main Responsibilities will include:**

- Administration of the Human Resources Program
- Policy Development, Research and Review
- Personnel/Employee Relations and Human Resource Training
- Other duties relevant to human resources activities including Canadian Human Rights/Canada Labour Code

**Desirable Education and Experience:**

- B.A. in Human Resources plus 2 years experience **OR**
- CHRP (Certified Human Resources Professional) and any relevant education **OR**
- Diploma/Certificate in Human Resource Development plus 3 years experience

**Desirable Certifications:**

- Health and Safety
- First Aid and CPR

**Knowledge Qualifications:**

- Demonstrated working knowledge of Human Resources policies and procedures.
- Working knowledge of financial requirements associated with federal and provincial funding of transfer payment agencies – as it relates to administration of payroll, pension, and benefits.
- Knowledge of current Human Resource trends, issues, techniques, and practices
- Knowledge of the Canada Labour Code and Canadian Human Rights Act
- Proficient in MS Office and HR Software – ie: excel spreadsheets, document software etc.
- Exemplary organizational and planning skills
- Excellent problem-solving skills with the ability to envision and deliver innovative solutions
- Cultural sensitivity and competency training

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### Ability

- Work effectively with management and staff and other programs/agencies.
- Effectively address human resources matters of varying degrees of complexity.
- Effectively manage financial matters relating to human resources functions.
- Excellent written and verbal communication and interpersonal skills.
- Ability to listen effectively, responds appropriately, and maintains mutual comfort level while relating to a diverse workforce.
- Able to multi-task, establish priorities, and work independently, as well as, in a team environment.
- Able to provide a clear CPIC with VSS.
- Provide timely and regular Human Resource training to Managers and Staff

### Working Conditions:

- Travel may be required.
- Attend meetings, conferences and periodically conduct presentations and training sessions.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime may be infrequently.
- Mobility is required to attend to Human Resource matters within various community buildings

**Rate of pay:** \$55,000. to \$65,000. per annum

**Deadline for applying:** TUESDAY, JUNE 6, 2017 @ 1:00 P.M.

### Please submit cover letter and resume:

Vanessa Boudreault,  
Employment & Training Services  
RE: Human Resources Coordinator  
Hiawatha First Nation - Administration Office  
123 Paudash St.  
HIAWATHA, ON K9J 0E6  
Email: [vboudreault@hiawathafn.ca](mailto:vboudreault@hiawathafn.ca)

**\*\*\* A Full Job Description is available from Vanessa Boudreault – 705-295-4421 Ext 10\*\*\***

**\*\*Late applications will not be considered. We thank all who apply. Only those applicants selected for an interview will be contacted. \*\***