



# Hiawatha First Nation

## **Hiawatha First Nation Employment Opportunity**

Position Title:	Full-time Human Resources Specialist Job#2026-18 ( <b>Internal</b> )
Salary Range:	\$72,110 - \$80,110 / annually
Hours per Week:	35 hours
Location:	Hiawatha, ON
Posting Date:	Monday, May 11, 2026
Posting Closes/Deadline:	Monday May 18, 2026 at 11:59pm
Tentative Interview Timeline:	May/June 2026

### **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 Specialist is responsible for providing guidance and support to management and leadership on HR activities; facilitates the entire life cycle of the recruitment process, including selection and onboarding; monitors and coordinates staff training and development; assists with enrollment of group benefits and pension plans; supports initiatives for employee engagement and a healthy workplace; assists with employee relations and investigations; oversees all HR-related documents ensuring accurate records, including leave and attendance systems. Assists with the development, updating, implementing and enforcing human resources policies and ensuring compliance with current legislation. Participates in the Joint Health and Safety Committee and adheres to HFN's strategic plan, vision and values.

### **Reporting:**

This position will report to the Director of Human Resources. This position will have no direct reports. This position will have to interact with other internal departments, citizens of Hiawatha and other applicants for posted positions.

### **Main Responsibilities:**

1.0 To perform Human Resources Management duties by:

#### **Recruitment:**

- Manage full-cycle recruitment, including postings, screening, interviews, references, collection of new hire documentation and legally binding employment letters.
- Oversee onboarding and offboarding processes and provide clear communication with tact and discretion, while ensuring compliance.
- Responsible for staff onboarding and off boarding relating to Human Resources system and is a resource for providing communication that involves explanation, exchange and clarification of information, requiring tact, discretion and courtesy.
- Collaborating with the Employment & Training/Post-Secondary Services Officer to assist with the Student Summer Employment and orientation programs, which provide early work experience to the student citizenship.

- Responsible for using proactive & innovative recruitment strategies which includes building partnerships with colleges, universities, other employers, as well as attending job fairs.
- Assist with developing recruitment and retention standards, succession strategies, and employer branding.

**Leadership:**

- Participate in management and Council meetings as required; may lead meetings to report on legislative and/or policy changes, provide HR systems training, and offer recommendations and coaching.
- Provide guidance and coaching to managers on HR matters.
- Prepare briefing notes as required for Chief and Council.

**Health & Safety:**

- Support Health and Safety initiatives through policy review, compliance monitoring, and advising managers and the Health and Safety Committee.
- Foster a positive environment that promotes the Seven Grandfather Teachings.

**Policy:**

- Monitor legislation and HR best practices; advise relevant parties of changes.
- Prepare, review, and maintain policies to ensure compliance with current legislation.
- Serve as a resource for policy inquiries and day-to-day HR issues.
- Work closely with all levels of the organization to align tools and policies with strategic goals, enhance engagement, and improve culture.

**Time & Attendance:**

- Manages new hire and yearly entitlements/banks as it relates to banks i.e. vacation, sick, personal time etc.
- Makes recommendations on efficiencies and provides training and FAQ documents on system.
- Assist managers and supervisors with time and attendance management as required.

**Benefits & Compensation:**

- Assist with new hire benefit overview.
- Liaise with finance on payroll, benefits, and pension matters.
- Assist with staff compensation strategy.

**Job Evaluation:**

- Assist managers with job description development for new positions.
- Maintain updated position descriptions.
- Oversee the job evaluation process.
- Oversees job description reviews every three years or when requested by employees.

**Employee Relations:**

- Handle sensitive employee matters confidentially.
- Escalate employee relations issues as necessary by consulting with relevant parties, collaboratively determine strategies, and develop action plans to address conflicts.
- Listen and respond to employee & management concerns in a professional and respectful manner, and on a timely basis by providing coaching and support to help promote a balanced and positive workplace culture.
- Escalate employee relations issues as necessary and develop action plans collaboratively.
- Facilitate complaint and grievance processes and assist with investigations.

**Training & Development:**

- Maintaining and tracking new hire and annual training to ensure organizational compliance.

- Facilitating professional development opportunities as required by the organization including those required in specific departments to meet needs.

**Reporting:**

- Collects and analyze data as it relates to HR metrics (Hires, Transfer, LOA, sick time, performance appraisals, etc.).
- Prepare misc. reports and legally binding documents as required.

**Process:**

- Maintain filing systems and ensure personnel files are accurate and compliant.
- Oversees, monitors, and completes weekly/biweekly Salary Adjustment forms.
- Prepare legally binding confirmation of employment letters when requested.
- Collaborate on process improvements across HR functions.
- Implement HR tools aligned with legislation and best practices.
- HR Planning to address current and future HR needs.
- Maintain databases according to established policies, procedures and practice by developing methods or formats for storing files and data.
- Develop human resources solutions by collecting and analyzing information, recommending courses of action.
- Undertake special projects or other related duties as requested example, Compensation Review, Time and Attendance efficiencies.
- Other duties as assigned.

**Requirements:**

- Post-Secondary Diploma or Degree in Business Administration, Human Resources Management or another related diploma is required;
- CHRP or CHRL designation or working towards designation;
- 1 - 3 year's experience in Human Resources;
- 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) is considered an asset;
- Must provide a satisfactory Vulnerable Sector CPIC;
- Valid Driver's License 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

If you are interested in this opportunity and possess the job requirements, please forward your up-to-date and current resume quoting the position title and job number, with a cover letter via email [jobs@hiawathafn.ca](mailto:jobs@hiawathafn.ca) on or before the posting closing date listed above.

Internal postings are for current employees and Citizens of Hiawatha. Internal applicants who are Citizens are reminded to please identify on your cover letter that you are a Hiawatha Citizen. Please be aware that for postings that are posted as Internal/External, preference will be given first to qualified internal applicants.

Please be aware that tentative interview date(s) are subject to change and are posted for planning purposes only. In addition, Hiawatha is grateful for all who have shown interest in our First Nation and who have taken the time to apply, however, only those chosen for an interview will be contacted.

*Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

*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.*