



# KETEGAUNSEEBEE IS HIRING



*In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.*

**Position:** Human Resources Manager  
**Starting Range:** *Under review*  
**Location:** Administration Office – Garden River First Nation  
**Report to:** Executive Director

## Position Summary

Reporting to the Executive Director of Garden River First Nation, the Human Resources Manager will be responsible for a broad range of human resources services for Garden River First Nation and supporting the Elected Chief and Council. The Human Resources Manager shall be responsible for but not limited to reviewing current GRFN policies and making recommendations to the Chief and Council or designate, maintaining and monitoring confidential employee files and documents, monitoring health and safety programs, assisting with recruitment of staff performance management and staff relations. The Human Resources Manager functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation employs approximately 300, fulltime, part time, and contract employees.

## Duties

- Manage, lead and develop the HR administrative team
- Manage payroll and benefits administration for GRFN employees
- Provide advice, support, and collaborate with managers and directors
- Develop and implement strategy to attract, recruit and retain talented employees
- Develop, update and recommend new HR policies and procedures, ensuring compliance with applicable legislation
- Develop performance management strategy and oversee the performance evaluation process
- Support managers with attendance management, disability management
- Promote and ensure a safe workplace environment
- Perform other duties as may be required or assigned

## Qualifications

- Post secondary education related to human resources -- CHRP/CHRL designation is an asset
- Minimum five years' human resources management experience and other related managerial experience
- Strong working knowledge of current employment legislation (previous experience with Canada Labour Code is an asset)
- Demonstrated experience with HRIS systems (e.g. Dayforce)
- Superior oral and written communication combined with strong presentation and facilitation skills
- Demonstrated experience with conflict resolution and workplace investigation
- Ability to set priorities and identify plans of action
- Ability to work effectively with employees and community members of GRFN
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions
- Ability to use good judgment in assessing difficult situations
- Ability to be consistent and display a positive/helpful attitude
- Flexibility required to keep pace with an ever-changing environment
- Willingness to accept changes in work practices and technology
- Stamina, sensitivity and strong negotiation and advocacy skills
- Ability to work independently and collaboratively as a member of a team
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Excel, Internet, Email, Outlook);
- Must undergo a criminal record and vulnerable sector check prior to employment **(At Applicant Expense)**.

*\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **January 25<sup>th</sup>, 2022**. Please address the envelope and/or email **"HRM- 2022-01"** and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Date Posted: January 11<sup>th</sup>, 2022

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.**

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

