



# 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 SPECIALIST**  
**Starting Range: \$25.65 – \$28.86 (Pending Education & Experience)**  
**Location: ADMINISTRATION OFFICE**  
**Report to: HUMAN RESOURCES MANAGER**

## POSITION SUMMARY

The Human Resources Specialist will provide confidential and advisory services to Garden River First Nation Departments and its workforce. The Human Resources Specialist will consult on planning, organizing, and evaluating staffing needs and the creation and enforcement of policies and procedures. They will analyze training needs and assist in the development of programs for the First Nation employees. The Human Resources Specialist in a confidential capacity provides human resources support services and general administrative services to the Human Resources Department. The Human Resources Specialist 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.

## DUTIES

- Maintaining all job descriptions in a centralized location. Working with departmental managers to create, review and analyse changes to all job descriptions, while ensuring the integrity of the job analysis tool is maintained as well as assisting in the maintenance of the Garden River First Nation Pay Bands;
- Controlling the performance management process by keeping an timely record of performance review timelines, performance evaluation appraisals, and obtaining the proper authorization for pay increases aligned with the Garden River First Nation Pay bands;
- Assisting in the annual review of Human Resources Policies and Procedures, bringing forth recommendations based on legislative changes and best practices;
- Participating in the full-cycle recruitment process, including the review of staffing requisitions, creation of job postings, screening of candidates, the organization and execution of interviews and employment offer process;
- Establishing training programs that assist in educating all employees on the understanding of the Human Resources Policies & Procedures;
- Evaluating Human Resources practices to continually identify efficiencies and new developments
- Manage confidential employee files, communicate with managers when content is missing, update when required
- Implementing/Working on special projects with input/approval from Human Resources Manager;
- Conduct research regarding changes to legislation, and other Human Resources matters;
- Performing other duties as may be required or assigned

## QUALIFICATIONS

- Required, post diploma program, three-year advanced college diploma in Human Resources or Business Administration; preferably a University Degree
- Required two-years experience in Human Resources;
- Stamina, sensitivity, and strong negotiation and advocacy skills;
- Ability to use good judgement in assessing difficult situations;
- Flexibility to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- 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, Word Perfect, Excel, Internet, Email, Outlook);
- Ability to attend work regularly;
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **August 13<sup>th</sup>, 2021, at 4:30pm**. Please address the envelope and/or email **"Human Resources Specialist – 2021-66"** 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: July 30<sup>th</sup>, 2021

**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.

