



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 OFFICER

Salary Range: \$22.39 – \$25.18 (Pending Education & Experience)

Location: ADMINISTRATION OFFICE

Report to: MANAGER, HUMAN RESOURCES

Position Summary

The Human Resources Officer provides support services in the areas of internal employee investigation as well as Health and Safety guidance for Garden River First Nation. The Human Resources Officer also acts as the backup to Payroll and Benefits Administration to ensure continuity within the process. The Human Resources Officer 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

- Assisting the Human Resources Manager with all aspect of internal investigations
- Conducting deep analysis taking into a multitude of data including but not limited to, timekeeping and payroll data, employee contractual agreements and other historical records
- Conducting investigatory interviews, summarizing notes, comparing statements against analyzed data, making recommendation based on policy
- Researching applicable legislation related to employee safety and making recommendations to policy accordingly
- Continually monitoring and improving upon Garden River First Nation’s Health and Safety Management system
- Acting as a liaison between the Health and Safety Committee and Managers
- Participating in accident or incident investigation
- Participating in return-to-work initiatives
- Supporting the Payroll and Benefits Clerk when required with the processing of bi-weekly payroll and updating of applicable payroll and timekeeping software
- Providing reports to managers identifying trends and patterns within department
- Preparing letters for management related to various functions of Human Resources (e.g. employee discipline, etc.)
- Performing other duties as may be required or assigned

Qualifications

- Required Human Resources certificate;
- Preferred experience in Human Resources with experience with Health and Safety and Investigations;
- 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)**

For a copy of the full job description please email 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: **Wednesday, May 12th, 2021 at 4:30pm**. Please address the envelope and/or email **“Human Resources Officer – 2021-22”** and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: 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.

Paul Calic, Human Resources Manager

Date Posted: April 28th, 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.

