



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.

HUMAN RESOURCES OFFICER PERMANENT FULL-TIME

Reporting to the Director of Human Resources, the Human Resources Officer is responsible for H.R related policy development, application and analysis; all aspects of recruitment, selection and orientation; health and safety management; disability and WSIB claims management. This position is responsible for ensuring human resource systems contribute significantly to the achievement of the mission, vision, values, philosophy and strategic directions of the Agency.

Job Duties:

- Communicate to internal stakeholders: Human Resources policies, procedures, laws, standards and regulations
- Administer and educate employees on benefits and maintain a sustainable relationship with insurance providers
- Oversee adequate orientation and training within the organization
- Perform interviews, screens, and recruit for entry level, professional and technical job openings.
- Ensure the compatibility of applicants to job positions.
- Oversee the adherence to wages, working hours and other regulations
- Manage salary structure, position documentation, and an evaluation system
- Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems
- Develop and provide recommendations for policies and processes
- Provide research as requested
- Plan, organize and attend recruitment fairs as requested
- Coordinate and update intranet site
- Keep job descriptions current
- Complete other duties and projects as assigned.

Education

- Degree in Business, Human Resources, Industrial Relations or equivalent
- Designation as a Certified Human Resources Leader is preferred and would be an asset

Experience

- Five (5) years of direct experience
- Experience writing proposals, policies, procedures and reports
- Experience working with Aboriginal organizations

Knowledge

- Knowledge of Niijaansinaanik Child and Family Services programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of the Employment Standards Act, Ontario Human Rights Act, Occupational Health and Safety Act and other relevant human resources legislation

Other Requirements

- Must provide a clear Police Records Check
- Must provide a Class 'G' Ontario Driver's Licence, have access to a vehicle and have the ability to travel
- Must have \$1M auto insurance liability coverage
- Must provide a three-year uncertified Driver's Abstract

Work Site Location:

- To be Determined

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources
Niijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@nijjcs.com or fax to (705) 223-7439

Application deadline is:

To be posted until the position is filled

Preference will be given to applicants of Native ancestry, please self-identify.

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

For a more detailed job description, please contact

Human Resources at careers@nijjcs.com

or call (705)923-8400