



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/18

## Human Resource Manager

<b>Job ID</b>	<b>DA-41-BE-53-D4-DE</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=DA-41-BE-53-D4-DE">https://careers.indigenous.link/viewjob?jobname=DA-41-BE-53-D4-DE</a>	
<b>Company</b>	Chippewas Of The Thames First Nation Board Of Education	
<b>Location</b>	Muncey, Ontario	
<b>Date Posted</b>	From: 2022-07-22	To: 2023-01-18
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Salary</b>	Dependent Upon Experience	
<b>Languages</b>	English	

### Description

Chippewas of the Thames First Nation Board of Education is seeking a dynamic individual to fill the role of Human Resources Manager. Chippewas of the Thames First Nation is an Ojibwe Community of nearly 2500 members located along the Thames River and approximately 25 km southwest of London, Ontario.

POSITION: Human Resources Manager

REPORTS TO: Executive Administrator & Director of Lifelong Learning

WORK HOURS: Monday to Friday (8:30 to 4:30)

SALARY: Dependent upon experience.

#### GENERAL DESCRIPTION:

The Human Resources Manager will provide human resource services and advice to the Chippewas of the Thames First Nation employees.

#### QUALIFICATION & ABILITIES:

Must have CHRP designation.

Must have a minimum of five years HR Management experience.

Must have excellent oral, written, facilitation, mediation, negotiation, and interpersonal communication skills.

Must exhibit a high level of confidentiality and trust.

Excellent time management, database management and organizational skills.

Must be computer literate.

#### JOB DUTIES:

- Act as a first point of contact for employees, answering all general HR inquiries and concerns.
- Develops and implement approved human resources policies and procedures relating to all level of the organization.
- Provide advice on Human Resource policy, monitor activities and if required initiate corrective action.
- Assists in the performance planning, managing, and reviewing of staff, including identifying performance goals, achievements, training, and documenting of reviews for personnel files.
- Recommend and amend the current HR Policy, in collaboration with administration.
- Assists and recommend in the development of policies for HR management for the organization.
- Create and update employee records in human resource information system related to position, compensation, absence, transfer, sick leave, benefits, termination, and retirement.
- Meet regular system deadlines for data entry.
- Notify supervisors and employees regarding deficit accounts for vacation and sick leave and take necessary action, including preparing memos, letters and pay deductions.
- Respond to inquiries from employees and the public regarding recruitment and selection processes
- Verify details, create job postings, and employment contracts.
- Make all arrangements to advertise postings through electronic and print media.
- Full-cycle recruitment.
- Proctor and mark applicant skills assessments.
- Prepare interview materials and new employee packages.

- Onboarding and training of new employees.
- Contact police services and prepare forms as required to facilitate police record checks for applicants.
- Prepare forms, correspondence and documents related to staffing processes and collective agreement administration.
- Organize interview sessions as required.
- Audit work assignments accepted by temporary employees and follow-up as necessary to maximize filled vacancies.
- Complete reference checks for employees as requested.
- Arrange rooms for interviews, testing and documentation sessions.
- Disciplinary duties (may also include performance plans/management), potentially workplace investigations.
- Assist in annual employee reviews/evaluations.
- Assist in WSIB submissions, Health and Safety, Long-Term Disability claims, benefits/pension administration.

**WORK CONDITIONS:**

Interacts with clients, staff, visitors, and government agencies/personnel.

Overtime as required.

Full job description available upon request.

Application deadline: August 30th, 2022 at 4:00pm

**How to Apply**

Please forward a current resume with a photocopy of qualifications, two work-related and one personal reference. A recent policy check, including the vulnerable sector, will be required once a candidate is selected.

Chantal Fisher, Education Administrative Assistant

Cfisher@chippewa-ed.on.ca

Chippewas Of The Thames First Nation Board Of Education

324 Chippewa Rd, Muncey ON N0L 1Y0

We appreciate your interest in working with us; however, only those applicants shortlisted will be contacted. If you do not hear from us about this position, please accept our sincere appreciation for your interest in our organization.