

MOOSOMIN



FIRST NATION

Employment Opportunity

Full Time Human Resource Manager

The Human Resource Manager is responsible to oversee the day-to-day operations of Moosomin First Nation. The Human Resource Manager provides advice and assistance to management and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and implementing employment policies.

The position coordinates the staff recruitment process. The Human Resource Manager provides advice and support to managers, staff, as well as selection committees and ensures that they have accurate and timely information in order to make effective decisions.

This position requires the full understanding and active participation in the mission, vision, and values of Moosomin First Nation. The Human Resource Manager will demonstrate behavior consistent with the core values and support our strategic plan.

Qualifications

- University degree from an accredited post-secondary institution specializing in Human Resources.
- Diploma in Business Administration or HR is an asset
- A combination of skills and related experience will be considered with a minimum of 2 years experience in a office environment.
- Specialized knowledge – Computer programs and office equipment
- Skills – personal presentation, administrative skills, planning and organizing skills, communication skills and interpersonal skills
- Abilities – must be task oriented, self-motivated and energetic, typing speed of 40 wpm.
- Employment law, FOIP and PIPA training is an asset.
- Ability to speak/understand Cree language an asset.
- Valid driver's license and reliable transportation.

Duties and Responsibilities

- Provides assistance to the Band Manager on implementing administrative directives.
- Implements and enforces the Moosomin First Nation Employment Policy and Procedures manual.
- Recommend policy that will enhance the operations of the Moosomin First Nation
- Develop professional and reliable Employee Performance Evaluations for approval when requested.
- Ensure that the Moosomin First Nation hiring, and recruitment procedures are effective and always kept up to date.
- Keep accurate and efficient employee management files, including employee personnel files.
- Oversees and monitors the Moosomin First Nation HR procedures to ensure effectiveness.
- Develops and implements employee forms.
- Assist with the Moosomin First Nation Group Benefit plan.
- Reviews and provides assistance with renewals of Employment Contracts for Operational Managers.
- Monitors and reports to appropriate supervisors the types of employee leave for staff.
- Prepares employee status reports, letters, memoranda and other correspondence for Moosomin First Nation Band Manager.
- Develop job descriptions for positions in accordance with recommendations.
- Develop, implement, and monitor job postings for the Moosomin First Nation.
- Work with the Moosomin First Nation Managers in establishing interview committees and or professional personnel for new recruitment.

- Ensure all new and existing managers have employment contracts signed.
- Assist all managers in HR matters confidentially and professionally.
- Draft up letters, memoranda and correspondence as it relates to employee management when requested.
- Manage and ensure that all central employee files are organized, safeguarded, and maintained.
- Ensure office facilities are following health and safety legislation, such as fire codes, handicap access, etc.
- Research, obtain, and/or refer training opportunities for employees when requested.
- Participate in the renewal and review of the Moosomin First Nation Employment Policy and Procedures.
- Maintain information and involvement with employee unions, such as WCB.
- At least monthly, collaborate with member First Nations on any new updates, or applicable changes as it relates to HR Management and report to the Band Manager.
- Assist managers in ensuring that annual employee evaluations are coordinated and completed, and that all completed evaluations are kept confidential in the HR office.
- Manage and monitor effective employee time sheet / management.
- Recommend employee performance incentive programs and or initiatives that relate directly to increasing employee performance and confidence.
- Coordinate all new employee orientations, including: a complete and detailed review of the Moosomin First Nation Employment Policy & Procedures Manual, all required employment forms, a tour of the MFN office facilities, workstation, email account, and introduction of all staff.
- Ensure that all new employee information is sent to the appropriate personnel, i.e. finance
- Assist the managers in dealing with staffing issues and ensuring that managers have a resolution plan developed and implemented. Monitor progress and make appropriate recommendations, as necessary.
- Monitor all new employee probationary periods and ensure compliance in accordance with Moosomin First Nation Employment Policy & Procedures manual.
- Assist the managers and/or the Band Manager with the termination and release of employees in a confidential and timely manner.
- Cover off for office staff when requested.
- Attend and obtain additional training when requested.
- Attend Moosomin First Nation Chief & Council & Education and Health Board meetings when requested.
- Participate in Moosomin First Nation meetings and events when requested.
- Other duties as may be assigned by the Band Manager.

Community Advocacy

- When requested, communicate with the Band Manager informed of the work progress.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, staff and other Moosomin First Nation business partners to help achieve the goals of Moosomin First Nation.

Please apply in writing by submitting a covering letter and detailed resume to:

Human Resource Department Attention: Rhonda Myo
P.O. Box 98 Cochin, SK
SOM-0L0
Telephone: (306) 386-2206
Fax : (306) 386-2098
Email: rhonda_myo@live.ca

CLOSING DATE: August 5th, 2021

Please note that only those candidates selected for an interview will be contacted.