



# AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

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## **EMPLOYMENT OPPORTUNITY**

**Position Title: Human Resources Officer**

**Location: Sarnia, ON**

**Duration: Full Time Permanent**

**Posting Closes/Deadline: April 19, 2019**

### **Position Summary:**

Reporting to the Band Manager the Human Resources Officer is primarily responsible to support staff and management on policy interpretations and grievance matters; conducts recruitment and selection processes and provides progressive and expert HR guidance to all levels of staff on policy and legislation interpretation, providing solutions to a wide spectrum of complex HR issues. This position also ensures Health and Safety program and monitoring compliance with the OHSA, being a certified member of the JHSC and coordinating the committee's agenda, meetings and action items; disability management of medical leaves, LTD and WSIB claims; coordinating Return to Work processes; and coordinating and reporting on relevant HR metrics for transparency, accountability and continuous improvement.

Responsibilities also include conducting training and development needs assessment, developing and delivering in-house training and sourcing external trainers as required; developing, updating and implementing policies and procedures; assisting with preparation of HR related reports to Council and biweekly meetings the Personnel Committee; participating in the effective implementation and maintenance of the HRIS; monitoring changes to HR legislation and ensuring such changes are implemented into HR practices and procedures; and other related duties as assigned.

### **Responsibilities:**

The Human Resources Officer originates and leads HR practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources Officer coordinates implementation of services, policies, and programs; and assists and advises management about Human Resources issues.

### **Primary Objectives:**

- Development of a superior workforce.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance.
- Personal ongoing development.
- Safety of the workforce.

The Human Resources Officer is responsible for all or part of these areas:

- Development of the Human Resources Department

- Human Resource Information Systems (HRIS) (ADP)
- Training and Development
- Employment
- Employee Relations
- Health and Safety
- Compensation
- Benefits & Pension
- Law
- Organization Development

**Knowledge, Skills and Abilities:**

- Proven experience working in an HR department
- Natural interpersonal and communication skills
- Strong detail-oriented and resourceful mindset
- Knowledge of ADP a plus
- Knowledge of HR federal and provincial laws and regulations

**Requirements:**

- University degree or College diploma in Human Resources Management or related discipline
- Additional HR training or experience is a plus
- HR designation (CHRP, CHRL or CHRE) or in progress
- Minimum of three (3) years' progressive leadership experience in a Human Resources Generalist role, with specific knowledge and experience in Health and Safety, Disability Management, Recruiting and Labour Relations
- Demonstrated continuous improvement focus in providing innovative, efficient and effective HR services
- Experience in coordinating and managing HR metrics
- Excellent interpersonal, communication (written and verbal), customer service, organizational, analytical, problem solving and research skills, ethics and cultural awareness
- Exceptional technical ability using Microsoft Office (Word, Excel, PowerPoint) and internet research
- Experience using a Human Resources Information System (HRIS) (ADP) is an asset
- Valid Class "G" driver's license and reliable vehicle to use between office locations

**Application Process:**

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to (for a copy of the complete job description please email request):

Aamjiwnaang First Nation  
 978 Tashmoo Avenue  
 Sarnia, ON  
 N7T 7H5

Attention: June Simon  
 Band Manager  
 Or

[HumanResource@aamjiwnaang.ca](mailto:HumanResource@aamjiwnaang.ca)

Or

519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)