



Internal Employment Opportunity Human Resources Administrator

The Southern First Nations Network of Care is recruiting for a Human Resources Administrator who will provide dynamic leadership, exercise good judgment, good organizational skills and be a team leader. The Director is responsible managing all human resource functions, including recruitment, selection, and orientation. Plans, organizes, and directs all aspects of the human resources function, including employment, compensation, and employee relations. Oversees the development, recommendation, and promotion of comprehensive human resource policies and programs.

QUALIFICATIONS:

Minimum five years in a senior management role, ten years in the human resource field. A degree/diploma in Human Resource Management from a recognized University or College or must have an equivalent combination of education/experience. Must have demonstrated experience in recruitment; job classification; employee/labour relations legislation or contract interpretation. Manages for results by effectively managing competing work assignments and change. Displays initiative and manages stress. Excellent computer skills in Microsoft office.

DUTIES:

- Provides professional human resource services and expertise to SFNNC management by recommending and implementing proactive HR initiatives across the Network. Champions effective management of human resources, SFNNC's mission and vision, as well as people management programs and practices.
- Participates in or leads the development of Human Resources strategies and programs aligned with the Network's strategic priorities.
- Works alongside with and provides professional advice to management in the recruitment and selection of successful candidates for positions.
- Identifies, facilitates, and develops proactive recruitment strategies that are aligned with the operational and strategic needs of the Network.
- Provides objective professional advisory services to management and staff regarding policy related matters.
- Participates in, together with the applicable manager, discussions surrounding such topics as: attendance meetings; disciplinary actions and performance management.
- Completes special projects as assigned.
- Maintains knowledge of current employment/labour laws, departmental, Network policies and procedures.
- Keeps abreast of developments/trends in the HR field.
- Helps administers the Attendance Management Program.
- Coordinates Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA) inquiries for the Network.



- Conducts investigations relative to complaints, discipline, respectful workplace issues and makes recommendations as to the outcome.
- Provides support in delivering training sessions on HR related topics.

Skill and Competency Requirements

- To perform this job successfully, the individual should demonstrate an ability to apply a First Nations perspective to the work
- People management, communication and problem solving skills, commitment, client service, initiative, teamwork, integrity, responsibility, and flexibility
- Excellent communication and interpersonal competencies: team player, conflict resolver, service oriented and respectful of others. Fosters collaboration and partnerships, values diversity, and demonstrates political acumen.
- Knowledge/understanding of the Child and Family Services Act, Child and Family Services Authorities Act, related regulations, and standards would be an asset.
- Knowledge and understanding of child welfare practices and how that relates to Indigenous populations; including awareness of the evolution of the structure of child and family services in Manitoba (AJI-CWI) would be an asset.

The SFNNC is an exciting, supportive, and family-friendly work environment.

All remuneration is commensurate with the provincial pay scales.

Applications deadline is April 9, 2021

Your cover letter and resume must clearly indicate how you meet the qualifications.

A clear criminal record check, child abuse registry check, and a prior contact check are mandatory. Must have a valid driver's license and access to a vehicle as travel is required for this position.

Please submit your resume with cover letter to:

Hiring Committee,

Southern First Nations Network of Care
200-200 Alpine Way, Headingley, Manitoba, R4H 0B7,
FAX: 783-7996 or email: Margaret.Swan@scoinc.mb.ca

Ékosi, Miigwetch, we thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nation/Indigenous members from our Southern First Nations and applicants are asked to self-declare in their resume or cover letter.