



Position:	Director of Human Resources	Competition No.:	2018-0231
Classification:	D.O.Q.	Conditions:	Full-Time, Permanent
Date Posted:	July 24, 2018	Location:	360 Broadway Ave or 1410 Mountain Ave
Closing Date:	August 24, 2018 at 4:00 p.m.		

A competitive salary and generous benefits package will be offered which includes health, dental, long term disability benefits, life insurance, and leave entitlements.

Southeast Child & Family Services (SECFS) provides a full range of services under the CFS Act, CFS Authorities Act and the Adoptions Act, with the primary responsibility to provide culturally appropriate services to both on and off reserve families and children who have a legal and cultural-affiliation with the First Nation communities served by SECFS.

Position Summary

Reporting to the Executive Director, this position is responsible for designing and implementing Human Resources (HR) programs, leading and overseeing all HR functions, and providing strategic HR planning and advice to the organization and its leaders.

Responsibilities

Leading and assisting with the delivery of HR functions, including recruitment and retention, reviewing and updating HR policies and processes, training and development, performance management and performance reviews, employee relations, HR records management and reporting, workforce and succession planning, HR compliance and risk management, organizational design, compensation/benefits, union negotiations.

This position is responsible for setting and executing SECFS's HR Strategic Plans, providing HR advice, developing HR programs to meet organizational needs.

Qualifications/Requirements

Education / Professional Designation / Experience

- Bachelor's Degree in Business Administration or related field;
- Chartered Human Resources Professional (CPHR) designation;
- A minimum of 8 years of progressive senior level experience in the field of Human Resources.

Knowledge, Skills and Abilities

- Demonstrated experience working within a unionized environment and direct working knowledge of the following: *collective agreements, union negotiations, grievances, workplace investigations.*
- Knowledge of the following legislation: Employment Standards, WCB, OSH and Human Rights;
- Supervisory experience is required as well as strong mentorship and interpersonal abilities;
- Knowledge of the Child and Family Services (CFS) sector and legislation would be an asset;
- Experience in working with Indigenous communities and fluency in the Ojibwe language would be considered assets;
- Possesses a strong knowledge of the Anishinaabe culture and issues affecting our children, families and communities.

Proficiency in the following:

- Word processing (MS Word)
- Spreadsheets (Excel)
- Email (Outlook)
- Internet

Conditions of Employment

- Required to work flexible hours in response to crisis or agency need with the unrestricted ability to travel as required;
- Possesses a valid class 5 driver's license and have access to a personal vehicle;
- Ability to travel to within First Nations communities that SECFS services;
- Must provide clear criminal records check, adult abuse and child abuse checks and a clear driver's abstract.

Application Process

Forward your CV (with 3 references) and a cover letter stating clearly how you meet the qualifications stated in this job posting. Cite the competition number and position in the subject line when submitting by email or fax.

Preference will be given to: Southeast community members and Aboriginal (First Nations, Metis or Inuit) candidates meeting the position requirements. All Aboriginal applicants are asked to self-declare within their cover letter. We thank all who apply, however, only those candidates selected for an interview will be contacted.

Email: rhonda.kelly@secfs.org

Fax: (204) 947 – 0009

Berens River · Black River · Bloodvein · Brokenhead · Hollow Water · Little Grand Rapids · Pauingassi · Poplar River

Job Postings can be viewed at: www.southeastcfs.org