


HUMAN RESOURCE OFFICER JOB DESCRIPTION		
	Department	Administration
	Immediate Supervisor	Manager of Administration
	Location	Wikwemikong-Main Office
	Salary Range	To be determined

General Description

Reporting to the Manager Administration, the Human Resource Officer provides progressive leadership to Kina Gbezhgomi Child and Family Services (KGCFS) in all aspects of human resources, including: human resource planning and policy development, management and administration, human resource aftercare and support, pension and benefits plan administration, and reporting.

Job Purpose

The Human Resource Officer is primarily responsible for ensuring employee compliance with the KGCFS Personnel Policies and Procedures, including effective and efficient delivery of the agency's Pension and Group Benefit Plans.

Primary Duties and Responsibilities: The Human Resource Officer will deliver the following duties and responsibilities in a manner that is consistent and cognizant of the KGCFS philosophy and local Anishinabek customs and traditions:

Human Resource Planning and Policy Development

- Develop, implement, and maintain an annual Human Resource Department Plan. This will include:
 - i) Human Resource Needs Assessment and Development Plan
 - ii) Human Resource Recruitment and Retention Plan
 - iii) Job Classification and Compensation Plan
 - iv) Develop an Employee Assistance Plan
 - v) Employee Succession Plan
 - vi) Goals and Objectives and Activities Plan
 - vii) Organization wide Training Plan
- Develop and/or support the development of organization wide job descriptions and postings as required
- Ensure that all Job Postings are distributed in a manner that will attract applications from candidates that will best meet the required qualifications
- Undertake annual reviews of the KGCFS Personnel Policy and Procedures Manual to ensure that the policy is up to date, accurate, and complies with relevant legislation
- Ensure that the Human Resource Department Plan comply with and contribute effectively to the overall KGCFS Strategic Plan

Management and Administration

- Enroll in a professional development activities that will enhance the employees' understanding and efficiency in human resource matters
- Ensure that all human resources remain in compliance with the organization's Administration Policies and Procedures
- Monitor all KGCFS employment contracts to ensure that they remain compliant with the relevant employment agreement
- Remain current on all relevant legislation and ensure organizational compliance
- Undertake measures necessary to ensure that the organization provides a healthy and safe environment for all of its employees
- Ensure compliance with any applicable legislation such as the Canada Labour Code and Employment Standards Act (2000), Worker Compensation Act, Income Tax Act, etc
- Ensure that all job descriptions are current and related employment agreements are maintained for all new and existing employees
- Draft and or ensure that the appropriate manager drafts all employee correspondence, such as letters of offer, employment agreements, termination notices, etc.
- Participate in employee screening, selection, and interview processes where required
- Coordinate Orientation Sessions for all new employees, which will include ensuring that all relevant employee information is obtained and secured within an employee-personnel file.
- Update and maintain all personnel files and records in a safe and secure location
- Ensure that the strictest of confidentiality is maintained at all times
- Monitor the timely completion of all attendance timesheets and leave forms. Ensure that all original employee correspondence is maintained in the personnel files
- Prepare and present briefing notes/recommendations as required. These may consist of recommendations for new job descriptions, postings, evaluations, disciplinary action, and various staffing reports/updates
- Support the completion of employee probationary and annual evaluations
- Conduct and or assist with any employee disciplinary action as required
- Obtain and liaise with Human Resource legal professionals as required
- Attend any employee negotiations, mediations, tribunals, etc as required
- Liaising closely with the Manager of Finance and Administration on all human resource matters
- Liaising closely with the Manager of Finance and Administration and the Finance Department to ensure Payroll's timely implementation of all agreed employee compensation, including any approved Salary Adjustments
- Completion of all administrative tasks required upon retirement, contract completion, or termination of all KGCFS employees

Human Resource Aftercare and Support

- Coordinate organization wide training activities with the Training Coordinator and relevant department manager(s)
- Deliver regular employee updates to all staff as required
- Work closely with managers and the Training Coordinator to support employee training plan development and implementation
- Accept employee grievances and develop plans for conflict resolution with the appropriate supervisor. Monitor the progress of resolution plans
- Work closely with managers and supervisors to coordinate implementation of Employee Assistance Plans
- Ensure adherence to Employee Return to Work Plans
- Maintain current and accurate employee aftercare and support records. Ensure that the employee remains compliant with the terms of any relevant aftercare or support agreement

Pension and Benefit Plan Administration

- Enrolment and de-enrolment of all staff within the KGCFS Pension and Benefits Plan in a timely fashion
- Ensure that all employee information is accurately maintained on the Plan
- Liaise regularly with the KGCFS Pension and Benefits provider to ensure the accurate maintenance of all KGCFS employees within the plan
- Respond and follow up to all employee Pension and Benefits Plan enquiries to ensure that all employees are in receipt of the agreed plan benefits
- Arrange regular Agent of Record advisory sessions for all employees
- Conduct annual reviews of the Pension and Benefits Plan to ensure optimal plan efficiencies for the organization
- Liaise regularly with the Finance Department to ensure that accurate employee reports and payments are made to Pension and Benefit Plan provider

Reporting

- Completion of quarterly reports to the Manager of Finance and Administration and or as required
- Completion of all required internal and external Pensions and Benefits reports
- Completion and presentation of various staffing reports to the Board as required
- Completion of annual Human Resource Department Report to the Manager of Finance and Administration

Qualifications

Education

- University degree or college diploma (two year minimum) in a field related to Human Resource Management, such as Public Administration, Business Administration, Commerce, or Psychology

Professional designation

- Certified Human Resource Professional (CHRP) designation is an asset.
- If required, the employee will agree to the part-time enrolment towards the CHRP designation

Work Experience

- Must have at least three (3) years of successful employment experience within an office administration environment with progressive levels of responsibility

Knowledge, skills and abilities

- Knowledge of relevant federal employment legislation as it pertains to the Canada Labour Code, Employment Insurance, Income Tax Act, and Workers Compensation Act
- Knowledge of relevant provincial employment legislation such as the Employment Standards Act (2000), Occupational Health and Safety, and Human Rights
- Understanding and awareness Aboriginal Child Welfare sector is preferred
- Knowledge of the Kina Gbezhgomi Personnel Policies and Procedures
- Excellent knowledge of human resource planning, management, and administration in a 50+ employee sized organization
- Awareness and understanding of Pension and Benefits Plans is an asset

- Superior financial calculation understanding, knowledge and skills
- Strong communication skills, including written, verbal, and presentation
- Proficient interpersonal skills, including conflict resolution, collaboration, facilitation, negotiation, and team building
- Understanding and awareness of a First Nations employment environment
- Ability to work well with other managers from a wide range of department areas
- Ability to work flexible hours as required
- Knowledge of KGCFS member First Nation communities as well as the local customs and traditions
- Must possess a valid driver's license, access to a vehicle, and be willing to travel
- Must provide a clear Criminal Records Check and Driver's Abstract; and
- Ability to speak Anishinabemwin is preferred and is a definite asset.

Proficiency in the use of computer programs for:

- Word processing – MS Word, Power Point, Publisher
- Databases
- Spreadsheets – MS Excel
- E-mail - MS Outlook
- Internet –

Working Conditions

- Human Resource Manager works in an office environment
- Human Resource Manager usually works a standard work week, however, the ability to work flexible hours may be required. The position may require working some overtime hours to attend meetings of the Board and during specific periods of the human resource monitoring cycle such as the Annual Evaluation Reviews.
- Must provide a current, clear criminal reference check (CPIC).
- Must be bondable