



Position :	DIRECTOR OF HUMAN RESOURCES
Accountability:	Mississauga First Nation Chief & Council
Department:	Human Resources
Hours of Work	37.5 hours per week
Circulation	Level IV

JOB PURPOSE / SUMMARY

Plan, organize, direct, control and evaluate all aspects of Human Resources. Develop and implement Human Resources policies, programs and procedures. Responsible for providing tactical and strategic human resources support for Chief and Council, Program Managers and Supervisors and represent them accordingly. Responsibilities include: recruitment and selection, training and professional development, employee relations, communication, performance and attendance management, compensation, benefits and occupational health and safety.

KEY JOB FUNCTIONS

Key activities

Training and Professional Development

- Identify and provide or contract varied training and development opportunities to improve employee knowledge, skills and abilities and evaluate the effectiveness of those programs
- Conduct new employee orientations
- Assist Supervisors to improve interpersonal skills to deal effectively with employees

Internal and External Recruitment and Selection

- Develop internal and external Job Postings
- Recruit, screen, interview and test qualified applicants with Hiring Committee
- Make recommendations regarding hiring new staff and check references
- Administer Hiring and Separation Contracts and Agreements

Performance and Attendance Management

- Develop Employee Wellness Initiatives, Support and Return to Work Programs
- Monitor employee attendance
- Mitigate excessive absenteeism and assist supervisors in developing employee action plans to reduce absenteeism and improve performance
- Recommend programs to reward and recognize employees for contributions and accomplishments
- Coordinates probationary and annual appraisal program and appointments
- Helps establish performance standards for the organization. Participates in employee performance appraisals with supervisors
- Assists supervisors in communicating expectations, monitoring performance and identifying professional development opportunities
- Assists supervisors with progressive discipline issues

Occupational Health and Safety and WSIB

- Advise Occupational Health and Safety Committee
- Review Accident/Incident reports and make recommendations
- Ensure regular workplace inspections and legislative compliance
- Make recommendations on accident prevention
- Administer WSIB and Return to Work Program

Compensation and Benefits

- Enroll employees in eligible programs and assist with benefits claims
- Oversee classification and rating of occupations

Policy and Procedure Development and Interpretation

- Maintain and communicate knowledge of industry trends
- Recommend new policies and changes to existing policies
- Answer questions regarding policies and procedures and provide interpretation and training

Ensures Legislative Compliance (Canada Labour Code, Occupational Health and Safety Act, Pay Equity Act, Employment Standards Act, Canadian Human Rights Act). Advise and assist Council, Director of Operations, program managers and employees on Human Resources related issues

Mediation and Conflict Resolution

- Monitor business behavior and conduct
- Receives complaints from employees and advises on grievance procedures and options
- Assist employees in mediating conflicts with coworkers and supervisors
- Assist in action plans and tacit or contractual agreements to reach desired outcomes

Human Rights

- Develop and monitor comprehensive anti-harassment/discrimination policies and procedures
- Internal human rights complaints and advise employees of options and conduct investigations.

Employee Relations

- Increase employee satisfaction with their jobs and working conditions
- Advise employees on accommodation and Human Rights issues

- Promote the use of employee programs and services
- Coordinate initiated and assigned community and charity events
- Represent management and participate actively on various joint committees to maintain ongoing relations between management and employees
- Work with web developer to coordinate effective and resourceful Employee Web Link

Education & Qualifications

- Post secondary education in Human Resources/Industrial Relations or Business Administration
- Knowledge of relevant legislation (i.e. Canada Labour Code, Employment Standards Act, Human Rights Code, Labour Relations Act, Health & Safety Regulations, Privacy Legislation, etc.)
- Working towards/obtained CHRP designation
- An equivalent combination of the above qualifications will be considered
- Valid driver's license and \$1M liability insurance
- CPIC acceptable to position upon conditional offer

Experiential

- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Knowledge of legislation governing First Nations
- Advanced computer skills: word processor, spreadsheet, email, internet
- Interpersonal skills in facilitating resolution of employee inquiries and concerns
- Demonstrated investigative and reporting (verbal and written) skills
- Strong analytical and problem solving skills
- High level of integrity, direct honest approach, prompt decision maker
- Excellent organizational skills. Ability to plan, prioritize and manage responsibilities
- Knowledge of financial budgeting processes
- At least 3 years working experience at a Manager Level & HR policy development
- Work experience with a First Nation or Aboriginal Organization

Related and other duties

Participate in the development of the goals, objectives, policies and procedures of the Mississauga First Nation. Special projects, assigned tasks and additional regular duties as required by Chief & Council

Please submit Cover letter and Resume to:

James Cada
 Director of Operations
 Mississauga First Nation
 P.O. Box 1299
 Blind River, ON
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Fax: 705-356-1621

Email: directorofoperations@mississaugi.com

Deadline Date: March 12, 2010 by 4:00 pm