

POSITION DESCRIPTION

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Position Title:	Human Resource Manager
Hours of work	Monday to Friday (35 hours per week)
Location:	Kitchenuhmaykoosib Inninuwug ("KI"), ON, preferred, other KIDO locations in Thunder Bay or Sioux Lookout considered
Reports to:	KIDO Director
Appointment:	Full Time

WHO WE ARE: Kitchenuhmaykoosib Inninuwug Dibenjikewin Onaakonikewin ("KIDO") is the KI

Family Law and its **Maamao Dibenjikewin Kanawaabajikewin ("MDK")** service model carries out child and family services, but KIDO is much broader than mainstream services. It is specific to KI Nation and is an important exercise of Miinikozowin (inherent power) by KI and aims to restore kayaash egwa miina ahchaako kikinohamaakewinan (traditional and spiritual teachings of KI).

VISION STATEMENT: To reach a goal of a healthy self, healthy dibenjikewin (family), and a healthy community. Our ancestors held everything sacred and thanked Kishe-Manido (Creator) for all that had been given, including the foundation to guide a strong community composed of healthy dibenjikewinan (families) who are raising awaashishag (children) and/or oshkaadizag (youth) grounded in their culture and language.

POSITION SUMMARY

Reporting to the Executive Director, The Human Resources Manager plays a vital role in overseeing a wide range of human resources across three locations (KI,SL,TB). As our HR Manager you will be responsible for the overall planning and management of Human Resources functions including but not limited to employee relations, recruitment and selection, training and development, performance management, and development and administration of policies and procedures. The HR Manager provides strategic advice, conflict resolution, and co-ordination of a range of day-to-day HR issues that require judgement and tactical decisions making.



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KEY RESPONSIBILITIES

- Ensure ESA compliance and adherence to applicable employment legislation, including employment standards, human rights code, workplace safety and the occupational health and safety act.
- Implement and maintain consistent HR activities across all departments.
- Responsible for the oversight of HR staff.
- Lead and mentor HR employees by sharing your knowledge.
- Act as a resource for team members and leadership on employee relation issues.
- Develop, revise, and implement HR strategies, policies and procedures aligned with the organization's goals and objectives.
- Manage the full employee life cycle, including recruitment, onboarding, training and development, performance management, and separation processes.
- Advise and support Managers and Directors on HR-related matters, including employee relations, conflict resolution and disciplinary actions.
- Collaborate with cross functional teams to drive employee engagement initiatives, including employee recognition programs, employee surveys, and performance feedback mechanisms.
- Stay updated on industry trends and best practices, and employment law and regulations.
- Develop job descriptions to reach targeted talent pool that can be used with a variety of platforms such as, Indeed, media websites, print and fax.
- Conduct internal confidential workplace investigations and ensure appropriate documentation when required.
- Maintain HR records and prepare reports for leadership.
- Manage the off-boarding process for both voluntary and involuntary terminations.
- Managing the administration of Health Plans including enrollment, changes, terminations and policy renewals.

Other Duties

- Take personal responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Access and utilize Elders and Knowledge holders for teachings and guidance as it relates to work deliverables.



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- Be prepared to work in conjunction with the philosophy and mandate of the Organization.
- Adhere to the Policies and Procedures as set by the Organization.
- Always maintain professionalism.
- Adhere to the Code of Ethics and positive relationship building.
- Regular attendance and conduct at work according to the requirements of KIDO Policies and Procedures.

COMPETENCIES REQUIRED

Specific Knowledge:

- Knowledge of Indigenous culture, traditions, and Indigenous communities
- Employment Standard Legislation (ESA)
- Occupational Health and Safety Act (OHSA)
- Demonstrated interpersonal skills
- Conflict resolution skills

Skills and Attributes

- Leadership
- Understanding needs of diverse employees
- Strong written and oral communication skills
- Effective research skills
- Self-starter with the ability to work independently and in a team environment
- Strong time management and multi-tasking skills
- Proficient organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Approachable, understanding, and receptive
- Active listener
- Ability to solve problems

QUALIFICATIONS AND REQUIREMENTS

Required



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- 3-year diploma or undergrad with 3 years' progressive experience in Human Resources
- CHRP Designation
- Proficient in Microsoft Word, Outlook, and Excel
- Adept in Online meeting software such as Zoom, Google Meet and or Teams
- Personnel Filing / Record Keeping Management
- Ability to speak an Indigenous Language is considered an asset
- Commensurate education and experience will be considered.

HEALTH & SAFETY

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve health and safety.

To apply for this Human Resources Manager position, please send a cover letter and your resume by 5 p.m. on Friday, Nov. 15, 2024, to:

KIDO Director of Services Box 214, 1017 Nuhmaykoos Road

Big Trout Lake, ON

POV 1G0

Fax number: 1-807-537-0044 Email: hr@kido209.ca