



**WABASEMOONG
INDEPENDENT NATIONS**



**OUR NATIONS
STRONGER TOGETHER**

Employment Opportunity

Position: Human Resource
Term: Full Time Monday-Friday (9am-4pm)
Responsible to: NIIGONIGABOW SECRETARIAT

Government Office
General Delivery, Whitedog Post Office
Whitedog, ON P0X 1P0

☎ (807) 927-2000
☎ (807) 927-2071
✉ info@wabaseemoongnations.ca

POSITION SUMMARY

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Maintains the work structure by updating job requirements and job descriptions for all positions. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes. Prepares employees for assignments by establishing and conducting orientation and training programs.

QUALIFICATIONS

- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.



**WABASEEMOONG
INDEPENDENT NATIONS**



**OUR NATIONS
STRONGER TOGETHER**

Government Office
General Delivery, Whitedog Post Office
Whitedog, ON P0X 1P0

P (807) 927-2000
F (807) 927-2071
E info@wabaseemoongnations.ca

- Maintains human resource staff job results by counseling and disciplining employees, planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.

CLOSING DATE: APRIL 22, 2022

Please send your resume to judy.fobister@wabaseemoong.ca

All interviewees must provide a current Vulnerable Sector Check and Drivers' Abstract at time of interview.

We thank all applicants for their interest; however, only those applicants that are short listed will be contacted for an interview.