

JOB POSTING DETAILS

Employer	Garden River First Nation (Ketegaunseebee Garden River First Nation)	Job Type	RI
Job Title	Human Resources Officer	Duration	NA
ES Job ID	12647	Location	NA
Date Posted	May 13, 2022	Closing Date	May 26, 2022

Job Overview - Description & Duties

Position:HUMAN RESOURCES OFFICER
 Salary Range:\$22.39 - \$25.18 (Pending Education & Experience)
 Location:ADMINISTRATION OFFICE
 Report to:MANAGER, HUMAN RESOURCES

Position Summary

The Human Resources Officer provides support services in the areas of internal employee investigation as well as Health and Safety guidance for Garden River First Nation. The Human Resources Officer also acts as the backup to Payroll and Benefits Administration to ensure continuity within the process. The Human Resources Officer functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

Duties

- Assisting the Human Resources Manager with all aspect of internal investigations
- Conducting deep analysis taking into a multitude of data including but not limited to, timekeeping and payroll data, employee contractual agreements and other historical records
- Conducting investigatory interviews, summarizing notes, comparing statements against analyzed data, making recommendation based on policy
- Researching applicable legislation related to employee safety and making recommendations to policy accordingly
- Continually monitoring and improving upon Garden River First Nation's Health and Safety Management system
- Acting as a liaison between the Health and Safety Committee and Managers
- Participating in accident or incident investigation
- Participating in return-to-work initiatives
- Supporting the Payroll and Benefits Clerk when required with the processing of bi-weekly payroll and updating of applicable payroll and timekeeping software
- Providing reports to managers identifying trends and patterns within department
- Preparing letters for management related to various functions of Human Resources (e.g. employee discipline, etc.)
- Performing other duties as may be required or assigned

Required Skills

- Required Human Resources certificate;
- Preferred experience in Human Resources with experience with Health and Safety and Investigations;
- Stamina, sensitivity, and strong negotiation and advocacy skills;
- Ability to use good judgement in assessing difficult situations;
- Flexibility to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;

- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Ability to attend work regularly;
- Must undergo a criminal record check prior to employment (At Applicant Expense)

Other Requirements

NA

How to Apply

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: Thursday May 26th, 2022 @ 4:30pm. Please address the envelope and/or email "H.R.O - 2022-57" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.