



WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

Job Title: Human Resources Generalist - *Repost*

Department: Human Resources

Pay Range: \$26.04 - \$30.47

Status: Full-time, Permanent

Closing Date: April 21st, 2024

Position:

We are seeking a second Human Resources Generalist to add to our team.

The Human Resources Generalist assists with the day-to-day operations of the Human Resource office. The Human Resources Generalist assists with administering the human resources policies, procedures, and programs. The HR Generalist carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, recruiting, compensation, organizational development, and employment.

Reporting to the Human Resource Officer the Human Resource Generalist is primarily responsible for supporting staff and management on policy interpretations and grievance matters; conducts recruitment and selection processes and provides progressive and expert HR guidance to all levels of staff on policy and legislation interpretation, providing solutions to a wide spectrum of complex HR issues. This position also ensures the Health and Safety program and monitoring compliance with the OHSA, being a certified member of the JHSC and coordinating the committee's agenda, meetings, and action items; disability management of medical leaves, LTD and WSIB claims; coordinating Return to Work processes; and coordinating and reporting on relevant HR metrics for transparency, accountability, and continuous improvement. Responsibilities also include conducting training and development needs assessment, developing and delivering in-house training and sourcing external trainers as required; developing, updating, and implementing policies and procedures; assisting with the preparation of HR-related reports to Council and meetings the Personnel Committee; participating in the effective implementation and maintenance of the HRIS; monitoring changes to HR legislation and ensuring such changes are implemented into HR practices and procedures; and other related duties as assigned.

Requirements:

Minimum Education

- College diploma in Human Resources Management or related discipline preferred.
- Additional HR training or experience is a plus.
- HR designation (CHRP, CHRL, or CHRE) an asset (not required).

Minimum Experience

- Minimum of two (2) years experience in a Human Resources Generalist role

Knowledge Requirements

- Demonstrated continuous improvement focus in providing innovative, efficient, and effective HR services.

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)



WALPOLE ISLAND FIRST NATION

- Excellent interpersonal, communication (written and verbal), customer service, organizational, analytical, problem-solving and research skills, ethics, and cultural awareness.
- Exceptional technical ability using Microsoft Office (Word, Excel, PowerPoint) and internet research.
- Experience using a Human Resources Information System (HRIS) (ADP) is an asset.
- Respect for, sensitivity towards as well as knowledge and understanding of Ojibway culture, traditions, and the Seven Grandfather Teachings.

Working HR knowledge in the following areas:

- HR Information System (HRIS)
- Employment Relations
- Health & Safety
- Benefits & Pension
- Organization Development
- Training & Development
- Recruiting
- Compensation
- Employment Law

Responsibilities:

The Human Resource Generalist originates and leads HR practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a vibrant workforce.

The Human Resource Generalist coordinates the implementation of services, policies, and programs; and assists and advises management about Human Resources issues.

Primary Objectives:

- Development of a strong workforce
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance
- Personal ongoing development
- Safety of the workforce

How to Apply:

Please submit your resume and cover letter describing qualifications above to:

Walpole Island First Nation
Human Resources
Mail: 117 Tahgahoning Rd,
Wallaceburg, ON
N8A 4K9
or
Fax: 519-627-5915
or
Email: Careers@wifn.org

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