



## Employment Opportunity – Full Time JP-2021-18 Human Resources Generalist

### The Position

Under the general supervision of the Manager of Human Resources, the Human Resources Generalist must perform a range of Human Resources related duties that include assisting with ensuring the overall administration, coordination and evaluation of the shishálh Nation Human Resources plans and programs. The HR Generalist will be called upon to handle employee-related services, ensure regulatory compliance and employee relations, among multiple other tasks, including providing support to department managers.

### The Candidate:

- Develop and maintain strong relationships with managers, staff and external service providers related to human resources programs;
- Investigates accidents thoroughly and effectively in collaboration with the department managers, ensure accident claims are appropriately processed with the applicable recommendations and reports;
- Work in collaboration with departments to coordinate and organize the scheduling and delivery of all mandatory health and safety training, ensure training is current, and maintain up to date records;
- Assist with the designing of job descriptions, job postings and placing of job advertisements;
- Provide coaching, advice and assistance on HR matters to all employees and managers as required;
- Responsible for the investigation of employee relations issues (employee complaints and harassment allegations) in accordance with all legal requirements;
- Work with the relevant manager, screens and interviews candidates;
- Update, maintain and present safety orientation and training for all new employees to ensure complete and effective understanding of potential risks and expected behaviours within the workplace;
- Chair the Occupational Health and Safety Committee (OHSC) and develop, maintain, and communicate all related documentation, including the agenda and minutes, with the assistance of the Co-Chairs.
- Follow-up with managers to ensure proper orientation and training is provided;
- Draft various forms, letters and reports as necessary;
- Perform all other tasks within the scope of the position and as assigned.

### Qualifications, Skills and Abilities:

- A post-secondary degree or diploma with an HR focus, supplemented by at least 4-years' similar experience, preferably in an Indigenous organization, or an acceptable combination of equivalent education, training or experience in related fields. A CHRP designation would be an asset.
- Relevant legislation and regulations including knowledge of Employment Standards, Human Rights, Accessibility and Occupational Health and Safety regulations.
- Considerable knowledge in Human Resources activities, including health & safety, recruitment, orientation, investigation processes and employee relations; excellent computer skills.
- Present self professionally and ethically; effective communication skills both verbally and in writing.

**If you are interested in the position, please send your resume and cover letter to the Human Resources Department at [npersaud@seheltnation.net](mailto:npersaud@seheltnation.net). Applications will be accepted until July 16, 2021.**

Preference will be given to qualified shishálh members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.