

Wequedong Lodge of Thunder Bay
Human Resource Manager
Job Description

1. Position Summary:

The Human Resources Manager is responsible for the human resources support and guidance to Wequedong Lodge's programs and services. Principally, the HR Manager will oversee a myriad of operations and responsibilities ranging from staff recruitment, training, policy and procedure development and up to labour relations with its unionized workforce. The HR Manager will work with other management employees and will report directly to the Executive Director.

2. Qualifications:

The Human Resource Manager must possess the following qualifications/attributes:

A post-secondary HR diploma is required at a minimum, however, an equivalent combination of education and experience may be considered

Computer literacy with a minimum of five (5) years' work experience with computers

A minimum of 1 to 2 years' experience in Human Resources management duties

Ability to work with sensitive information and maintain confidentiality

Knowledge of employment, labour, human rights and other applicable statutes and legislation

Possess strong organizational, administrative and evaluative skills with a focus on attention to detail

Mature, professional, enthusiastic and have a positive attitude in dealing with staff

Have prior work experience with Aboriginal people and an understanding of aboriginal culture

Good verbal and written communication skills as well as fluency in a native language

3. Duties and Responsibilities

The Human Resource Manager's duties and responsibilities will include the following:

Assist in preparation of internal and external Job Postings, including scheduling of interviews

Update and revise Job Descriptions and Interview Questionnaires

Assist with preparation of Letters of Offer and general correspondence

Conduct Cross Reference Checks on prospective employees

Phone successful job applicants and inform of required documentation

Update Orientation Binder and assist Supervisors and other employees with orientation sessions

Collection of new employee information and track missing information for current employees

Maintain and update the Human Resources Binder, including the EXCEL employee training database

Assist with scheduling of training sessions for WHMIS, SFH, First Aid, and other relevant training for new and current frontline and management employees

Conduct frontline employee evaluations in conjunction with Supervisors

In conjunction with Supervisors prepare required reports and documentation to WSIB and on the Return to Work Plan and to be part of the Joint Health and Safety Committee

Co-ordinate the health and safety program

To maintain current knowledge of Canada Labour Code standards and other applicable legislation, including WSIB, the Human Rights Acts, and the Collective Agreement

Update Wequedong Lodge HR policies and procedures in relation to applicable legislation and labour standards

Assist Payroll when necessary on an itinerant basis

Assist with labour relation issues, which include employee grievances, LMRC meetings, and Bargaining Negotiations

Perform additional management duties and other functions on an as required basis