



## **EMPLOYMENT OPPORTUNITY**

### **HUMAN RESOURCES MANAGER**

**Department:** MFN Administration

**Employment Status:** Full Time Permanent

**Classification Level:** M'Chigeeng First Nation Salary Grid – Department Managers

**M'Chigeeng First Nation is seeking an individual with an excellent Human Resources background who holds the Education and Human Resources credentials, with work experience in Human Resource Management. Along with Knowledge of Federal Labour standards, the Canadian Human Rights Act and the Occupational Health and Safety section of the Canada Labour Code. If you have the experience and Good analytical, problem solving, and conflict resolution skills and communication skills, then you may be a great fit for this position.**

**Reporting Relationship:** The Human Resources Manager reports to the Enaagdenjged.

**Position Summary:** M'Chigeeng First Nation (MFN) requires an experienced and career-minded Human Resources Manager (HRM). Reporting to the Enaagdenjged, the Human Resources Manager, will be responsible for championing a human resource and developing human resource strategy.

The Human Resource Manager must have the ability to:

- Make good sound decisions consistent with the MFN Personnel Policy, Canada Labour Code and Canadian Human Rights Act
- Demonstrate strong community relationship.
- Build relationships with staff, department managers, the community, and other area First Nations.

### **Qualifications & Requirements**

#### **Preferred**

- Diploma in Human Resources Management, with three to five years of work experience in an HR capacity, or equivalent combination of education and experience.
- Certification in Human Resources Management by a provincial governing body
- Member of the Human Resources Professionals Association of Ontario with a Canadian Human Resource Professional designation.
- Knowledge of Federal Labour standards, the Canadian Human Rights Act and the Occupational Health and Safety section of the Canada Labour Code.

#### **Minimum**

- Certification in Human Resources Management by a provincial governing body is an asset.
- Member of the Human Resources Professionals Association of Ontario with a Canadian Human Resource Professional designation is considered an asset.
- Knowledge of Federal Labour standards, the Canadian Human Rights Act and the Occupational Health and Safety section of the Canada Labour Code.
- Excellent oral and written communication skills
- Good analytical, problem solving, and conflict resolution skills.
- Experience preparing briefing notes, reports and policies.
- Flexibility to deal with a constantly changing workload.

**The successful candidate will be contacted and required to submit a current thirty (30) day CRC; and an offer of employment is contingent upon the receipt of a satisfactory CRC record.**

**Criminal Reference Check (CRC) Rationale:** M'Chigeeng First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and must be an Original.

**Interested applicants must submit COVER LETTER, RESUME, THREE (3) CURRENT WRITTEN REFERENCES (2 Work-Related references from a direct supervisor/manager and 1-character reference) and education certifications addressed to:**

**Human Resources Manager**  
c/o Art Jacko, Enaagdenjged  
M'Chigeeng FN, P.O. Box 333  
M'CHIGEENG, ON P0P 1G0 (Fax 705-377-4980)

Only Applicants selected for an interview, will be contacted.

For Job description, please contact Marlene Debassige at 705-377-5362 ext. 203 or email [marlened@mchigeeng.ca](mailto:marlened@mchigeeng.ca)