



# CROSS LAKE BAND OF INDIANS HEALTH SERVICES

## JOB POSTING

Cross Lake Band of Indians Health Services is seeking one (1) full-time position of an **HUMAN RESOURCES COORDINATOR (HRC)**.

### **AUTHORITY:**

Under the direct supervision of the Director of Health, The Human Resource Coordinator is required to work independently and performs work of a considerable variety and/or moderate complexity.

### **PURPOSE:**

There is a requirement for thorough knowledge of policies, procedures and regulations of the organization. The Human Resource Coordinator must demonstrate initiative by offering solutions when problems or discrepancies are identified in the workplace. The Human Resource Coordinator maintains all relevant staffing personnel files and informs immediate supervisor of concerns arise.

### **SPECIFIC RESPONSIBILITIES:**

Works directly with staff regarding human resource initiatives/personnel matters. The Human Resource worker collaborates with senior management to address concerns/issues as they arise. The roles and functions include:

- Coordinating and assisting in developing job descriptions in communication with appropriate individuals (i.e. supervisors);
- Researching and coordinating classification of job descriptions;
- Maintenance of job descriptions by regular updates in communication with appropriate supervisors and distribution of same;
- Responsible for composing and posting advertisements for vacant positions as they arise with consultation of senior management;
- Responsible for development of job questionnaires and maintenance of same;
- Responsible for researching and compiling of information pertaining to salary scales for submission and consideration, and maintenance of same;
- Responsible for composing and editing routine correspondence pertaining to Human Resource;
- Responsible for maintaining filing and bring forward system of resumes;
- Communicate with appropriate supervisor and coordinate the scheduling of interviews;
- Conduct, record and submit reference checks on potential applicants as directed by supervisor;
- Responsible for compiling, editing and drafting of contracts, general correspondence, letters of offer for employment, and termination of employment with approval of immediate senior management;
- Responsible for compiling information for consideration of hiring and terminations of employment in consultation and communication with senior management;
- Compiles and distributes orientation package to new employees
- Set up of filing system which includes the updating and maintenance of personnel records (non-payroll records) for staff within the agency;

### **QUALIFICATIONS:**

- Human Resource Diploma, University Degree with 3 years' experience in management;
- Human Resource Management Experience;
- High Degree of professionalism and integrity;
- Organizational/planning skills;
- Knowledge of HR practices and theories;
- Ability to maintain a high level of confidentiality & use sound judgement;
- Ability to prioritize work, multi-task and adapt to changing priorities;
- Ability to work well in a team environment or independently as required;
- Ability to interpret and work within a policy framework;
- Knowledge of applicable legislation and standard (Federal, Provincial)
- Must have the ability to perform duties independently;
- Proficient use of Microsoft applications and computer skills;
- Excellent interpersonal, analytical and communication skills;
- Strong problem solving and conflict resolution skills;
- Ability to handle sensitive and confidential information;
- Satisfactory Criminal Records Check and Child Abuse Registry Check.
- Must have a valid Full Stage Class 5 Driver's License
- Other duties as assigned;

**SALARY:** Negotiable depending on qualifications and experience.

**PLEASE FORWARD YOUR LETTER OF INTEREST & RESUME. YOUR RESUME MUST INCLUDE THREE REFERENCES AND AN ABSTRACT OF YOUR DRIVER'S LICENSE:**

**Advertisement #: C031819**

**Cynthia Robinson, Human Resource Coordinator**

CROSS LAKE BAND OF INDIANS HEALTH SERVICES

P.O. BOX 190, CROSS LAKE, MB. R0B 0J0 Phone: 204-676-2218, EXT: 225

**DEADLINE for submission of applications: THURSDAY, MARCH 28, 2019**

*We thank everyone for their interest however **only** those selected for an interview process will be contacted.*