

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:

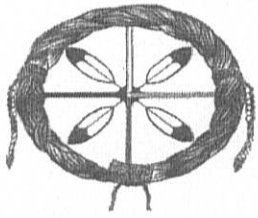
There is a requirement for thorough knowledge of policies, procedures and regulations of the organization. The Human Resource Coordinator must demonstrate initiative by offering solutions when problems or discrepancies are identified in the system. The Human Resource Coordinator maintains all relevant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

SPECIFIC RESPONSIBILITIES:

Staff regarding human resources initiatives/personnel matters. The Human Resource worker works 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 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 a filing and bring forward system of resumes;
- Responsible for composing and posting advertisements for vacant positions as they arise with consultation of senior management;
- 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 composing, 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;
- Forwards notices of employee performance evaluations due, track and record of same;
- Updates and provides notices to all staff on the changes in staff within the office and updates staff listing as required;
- Liaise with appropriate staff as a point of contact for employee benefits package and maintains all SunLife Insurance claims, provides all relevant forms for insurance purposes;
- Coordinates and communicates with staff and supervisors in relation to staff development and training being offered to employees.
- Other duties as assigned.



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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;
- Must have a valid Full Stage Class 5 Driver's License
- Ability to speak Cree fluently considered an asset;
- Other duties as assigned;

SALARY: Negotiable depending on qualifications and experience.

PLEASE FORWARD LETTER OF INTEREST, RESUME TO INCLUDE THREE REFERENCES AND AN ABSTRACT OF YOUR DRIVER'S LICENSE:

Advertisement #: HRC0001

Helga Hamilton

Director for Health Services,

CROSS LAKE BAND OF INDIANS HEALTH SERVICES

P.O. Box 190, Cross Lake, MB ROB OJO

Phone: 204-676-2218, Ext: 225

DEADLINE for submission of applications: Monday, August 18, 2017 @ 4:00 p.m.

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