

**CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION  
EMPLOYMENT OPPORTUNITY**



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**PROGRAM AREA:** ADMINISTRATION  
**POSITION TITLE:** Human Resources Manager  
**REPORTING PROTOCOL:** **REPORTS DIRECTLY TO FIRST NATION  
MANAGER/CEO**

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**Position Summary:** The Human Resources Manager (HRM) is a specialized professional who assumes the day-to-day roles within the human resources department for Chippewas of Kettle & Stony Point First Nation. The ability to maintain the confidentiality of personnel information is essential to the position, The HRM shall direct and oversee the day-to-day operations of the department to achieve goals within available resources. This department is responsible for the functions of recruitment and selection; employee benefits, classification and compensation, employee/employer relations as outlined in the employment manual, occupational health & safety; training and development, dispute resolution and human resources information systems.

**Education/Professional Requirements:**

- Minimum Master/Honors Business Administration degree, with an emphasis on Human Resources or Human resources / organization development.
- CHRP designation would be an asset.
- HRPA designation would be an asset.
- Minimum of 5 years' experience in human resources and supervision of employees
- Experience with benefits, compensation, training and development an asset.
- Understanding of organization structure, personnel policy, federal and provincial law regarding employment practices.

**Skills & Qualifications:**

- Strong Investigation Skills
- Professional Affiliations including law; benefits; employee relations; staff development; and professional development.
- Extensive knowledge of Canada Labour Code and Occupational Health and Safety Act.
- Knowledge of Employment Law.
- Human resources management
- Performance management
- Compensation and wage structure
- Demonstrate sound judgment and problem-solving skills in resolving HR matters.
- Show tact, diplomacy and discretion in handling information of confidential and/or sensitive nature.
- Excellent Human Relations skills essential.
- Ability to maintain and handle confidential/sensitive matter with discretion and maturity.
- Superior customer service and interpersonal skills.
- Outstanding communication skills to internal stakeholders, colleagues internal and external regarding HR policies and procedures, laws, standards and regulations.
- Excellent and proficient financial skills essential.
- Excellent Management/Administration skills essential.
- Excellent Conflict Resolution skills essential.

- Excellent negotiation and mediation skills an asset.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Excellent computer skills an asset.
- Understanding and appreciation for First Nation Culture, History and language.
- Must possess a current and valid Drivers License and dependable vehicle.

**Preferential Hiring Requirements:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,  
by **September 24, 2021 at 4pm**

TO: Chippewas of Kettle & Stony Point First Nation,  
ATTN: HR Department - **Human Resource Manager**  
**Email to: [human.resources@kettlepoint.org](mailto:human.resources@kettlepoint.org)**  
**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON NoN 1J1**  
**Fax: 519-786-2108**

*A full Job Description is available please call front receptionist -519-786-2125*  
Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT