



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewa of the Thames First Nation is accepting applications for the position of:

Human Resource Generalist

POSTING DATE: November 7, 2024

CLOSING DATE: November 28th, 2024

REPORTS TO: Director of Human Resource

DEPARTMENT: Child, Youth & Family Well-Being Services

LOCATION: Band Office, 320 Chippewa Road, Muncey Ontario

TERM: Full-time, Monday to Friday, 8:30am- 4:30pm EST

SUMMARY:

The Human Resource Generalist will play a critical role in developing and implementing human resource practices for the Chippewas of the Thames First Nation, particularly in supporting the General Administration and Child and Family Services Program. This role is responsible for researching, recommending, and maintaining HR systems, supporting recruitment and retention strategies, creating job descriptions, and ensuring compliance with legal standards. The successful candidate will promote positive employer-employee relations, assist with onboarding, and facilitate employee development and training.

Duties and Responsibilities:

- **HR Systems and Tools:** Research and recommend HR software solutions to support employee management processes.
- **Recruitment and Retention Strategy:** Develop strategies to attract and retain talented staff.
- **Position Descriptions and Job Postings:** Create and update job descriptions and postings for various departments, especially within Child and Family Services.
- **Recruitment Process Support:** Assist in recruitment activities, including crafting job postings, screening applicants, and supporting hiring managers.
- **Organizational Structure Maintenance:** Regularly update job requirements and descriptions to align with policies, coordinating with management to reflect organizational needs.
- **Employee Evaluation and Feedback Tools:** Develop evaluation frameworks for performance assessments across departments.
- **Onboarding and Orientation:** Coordinate onboarding processes and orientation for new hires.
- **Employee Relations:** Research and recommend practices to enhance workplace relationships and resolve issues.



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

- **Exit Interviews and Recommendations:** Conduct exit interviews and provide actionable insights to HR leadership.
- **Employee Satisfaction Surveys:** Develop and analyze surveys to support employee engagement initiatives.
- **Record Management:** Maintain accurate employee records, both digital and physical.
- **Compliance:** Ensure compliance with provincial and federal laws, assisting with HR investigations as needed.
- **Training and Development:** Plan and coordinate HR training, workshops, and seminars based on departmental needs.
- **Confidentiality:** Ability to keep all information strictly confidential.

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may perform related duties as assigned by immediate supervisor or designate. Reasonable accommodations may be made to enable individuals with disabilities to perform job duties.

Qualifications:

1. Diploma or degree in Human Resources or related field
2. Minimum of 3 years' experience in human resources, ideally within a First Nation community or similar setting
3. CHRP or CHRL designation considered an asset
4. Proficiency with HR software (HRIS systems)
5. Strong knowledge of federal and provincial employment laws and regulations
6. Experience in developing recruitment and retention strategies and managing employee relations considered an asset
7. Excellent organizational and communication skills
8. Ability to handle sensitive information with integrity and confidentiality
9. Knowledge and understanding of First Nations governance, culture, and community priorities are an asset
10. Must possess clear CPIC (police check)

Hiring of Indigenous people will be given preference, please identify.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

humanresources@cottfn.com

or

320 Chippewa Road, Muncey, ON N0L 1Y0



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Please clearly mark "HR Generalist"

NOTE: We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.