



Job Opportunity
Human Resources Officer
Sipekne'katik First Nation, Indian Brook
Extended Closing date: **December 12, 2019**

General Description:

Under the direction of the Band's HR Manager, this position is responsible for providing day-to-day HR support services for the Sipekne'katik band. In addition, this position is responsible for providing OH&S support and advice.

Responsibilities:

Human Resource Services:

- Work closely with the HR Department staff to maintain tracking systems for staff such as criminal record checks, child abuse registries, training records, teaching licenses, annual evaluations and other required documentation.
- Work with employees to mitigate, mediate, minimize and resolve disputes and conflicts.
- Assist with employee leave records, sick leave requests/benefits and employee payroll changes.
- Assist with identifying and implementing staff development opportunities.
- Provide HR policy interpretation and application.
- Assist HR Department with HR Information Program enhancements.
- Assist with recruitment and new employee orientations.
- Other related duties as assigned by the HR Manager or Director of Operations such as dealing with job descriptions, employee lists, pay administration, report/letter writing, process improvements and HR research.

Occupational Health & Safety (OH&S) Program Services:

- Develop and maintain the Sipekne'katik band's OH&S program that includes forms, records and statistics as legislated.
- Assist Band Supervisors with their OH&S program requirements.
- Coordinate OH&S program activities such as Joint Occupational Health and Safety Meetings, OH&S learning events, annual inspections, incident reporting and tracking systems.

Qualifications:

- Post-Secondary education in a business-related or human resource field along with one year of related experience in an office or school environment.
- An equivalent combination of education and experience will be considered.
- Ability to interpret and apply HR Policies, procedures and legislation.
- Ability to build and enhance effective relationships.
- Willingness to embrace lifelong learning and support organizational change.
- Experience working with people in a consulting role.
- Must have excellent organizational, computer and written/verbal communication skills.
- Demonstrated ability to maintain total confidentiality and remain unbiased.
- Must have a valid driver's license & reliable vehicle for travel.
- Experience working in a First Nations culture is preferred.
- A criminal records check and Child Abuse Registry is required.

SIPEKNE'KATIK
522 Church Street
Indian Brook, NS
B0N 1W0

Tel: 902.758.2049
Fax: 902.758.2017



This position includes health, dental, life insurance and pension benefits.
Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Manager

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

EXTENDED DEADLINE: December 12, 2019

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. **Only those applicants who qualify for an interview will be contacted.***