



# Human Resources Manager

Permanent Full time

Are you a Human Resources Manager who is looking to build on your strong track record with an opportunity to make a real difference in the lives of Indigenous people within a strengths-based environment?

**If so, let's talk!**

## Organization Description

Thunderbird Partnership Foundation is a national non-profit organization serving First Nations in mental wellness. Our mandate is set by three frameworks:

1. Honouring Our Strengths: A Renewed Framework to Address Substance Use Issues Among First Nations in Canada
2. Indigenous Wellness Framework
3. First Nations Mental Wellness Continuum

Our core stakeholders are First Nations communities and the network of First Nations adult and youth treatment centres. To support the mandate, Thunderbird has two office locations, one based in a First Nations community in southwestern Ontario, and the other in the city of London, Ontario. This position is based out of the Delaware Nation office, near the village of Bothwell.

## Your opportunity

- The Human Resources Manager undertakes the functions of the Human Resources department including planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- You will work on a team with others like yourself who are dedicated to work which has real value and meaning in the lives of others.
- You will apply all your experience, skills, talents, and passion for the benefit of others while learning from the expertise of your wellness focused team.
- You will enjoy the satisfaction that comes from knowing that your work is much more than just a job.

Under the supervision of the CEO, the HR Manager shall undertake the following duties:

- Develop and implement HR strategies and initiatives aligned with the organization's mission, values, and guiding principles.
- Be well versed with hiring, human resources management, benefits administration, performance management, communication processes, compensation, diversity support and employment law.
- Oversee the day-to-day operations of the Human Resources department.
- Prepare an annual human resources work plan in alignment to the organizational plan and oversee its completion.
- Oversee payroll and all its related activities.
- Create and execute the human resource and talent strategy related to current and future talent needs, recruiting, retention and succession planning.
- Coordinate annual and probationary evaluations for all staff ensuring high performance.
- Undertake the recruitment and selection of hiring new staff including updates or creation of job descriptions, completion of pre-screen interviews, interviews with committee, assignments, reference checks, salary calculations, preparation of employment agreement and offer letter.



- Oversee offboarding including completion of exit interviews and compilation of information shared.
- Ensure personnel policies and procedures manual is current and up to date through scheduled review and when legislative updates occur.
- Provide clarification and interpretation of human resources policies and procedures.
- Maintain employee group benefits program, coordinate employee information sessions, analyze benefits programs and make recommendations for programs.
- Maintain the health and safety program ensuring compliance to applicable legislation.
- Deal with employee relations issues.
- Handle progressive discipline in accordance with policy and make recommendations for termination when necessary.
- Ensure HRIS is kept accurate and up to date.
- Develop organization training plan for employees based on job competencies that provide internal development opportunities.
- Delegate assignments and provide supervision to Human Resources personnel.

### **You bring**

- a Bachelor of Arts in Human Resources Management or Business, Commerce or Public Administration.
- a CHRL designation and membership in good standing with Human Resources Professionals Association of Ontario.
- knowledge of provincial employment and health and safety legislation for the provinces of Ontario, British Columbia, Manitoba and Quebec and HR best practices.
- fluency in a First Nations language, which is a definite asset.
- a minimum of 5 years' work experience in human resources.
- a minimum of 2 years supervision experience.
- knowledge of organizational behaviour.
- proficiency with MSOffice and ability to learn the Human Resources information system.
- self-direction and the ability to work as part of multi-disciplinary team.
- competence to build and effectively manage interpersonal relationships.
- excellent verbal and written communication skills.
- strong interpersonal skills and the ability to effectively work with the public, management and employees.
- excellent analytical, problem solving and conflict resolution skills.
- excellent active listening, negotiation, and presentation skills.
- flexibility to deal with a constantly changing workload.
- the ability to organize and prioritize a wide variety of work using independent judgement and minimal supervision.
- the ability to function autonomously, to be flexible and adaptable to change.
- the ability to effectively maintain confidentiality and privacy of the people supported.
- excellent computer and technology skills.
- the ability to attend work locations not accessible by public transportation.
- the ability to be flexible to travel as required.

If this sounds like the right fit for you, please email your **resume and cover letter** for confidential consideration to: [resumes@nnapf.com](mailto:resumes@nnapf.com)



Bothwell, ON N0P 1C0

**Closing date:** Open until filled.

We value the importance of diversity and dignity in the workplace and are committed to developing inclusive, barrier-free recruitment and selection processes and work environments.

If you require accommodation during the recruitment and selection process, please let us know. We thank all applicants for their interest; however, only those candidates who are selected for an interview will be contacted.

To request a full job description, please contact: Annette Howlett at [ahowlett@thunderbirdpf.org](mailto:ahowlett@thunderbirdpf.org)