



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 www.COTTFN.com

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Human Resources Specialist (CYFWB)
Department: Human Resources
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Posting Date: February 27, 2026
Posting Closes: March 20, 2026

Summary:

The Human Resources Specialist (CYFWB) provides dedicated HR partnership to the Child, Youth and Family Wellbeing (CYFWB) Department, which delivers child welfare services. This role is responsible for supporting people leaders and employees through high-volume and often time-sensitive HR needs, with a strong focus on full-cycle recruitment, onboarding, training administration, performance management, and employee relations.

The HR Specialist supports a consistent, compliant, and culturally respectful approach to HR practices, maintains confidentiality, and ensures documentation and processes are completed accurately and on time. The role also supports recruitment in other areas of the Nation as required and may assist with investigations across departments when assigned.

Responsibilities:

- Provide full-cycle recruitment support for CYFWB roles, including intake, job postings, screening, interview coordination, reference checks, offers, and onboarding.
- Support recruitment activities for other Nation departments as required, based on operational priorities and timelines.
- Partner with CYFWB leadership to plan recruitment timelines, coordinate hiring steps, and support clear communication with candidates and interview panel members.
- Maintain accurate, organized recruitment files and ensure documentation is completed and stored in accordance with HR standards.
- Coordinate onboarding and orientation activities for CYFWB employees, including required documentation, training assignments, and completion tracking.
- Administer training assignments and maintain training records, including compliance training, department onboarding, and role-specific requirements.
- Provide guidance to CYFWB leaders on performance management processes, including probationary reviews, performance feedback, documentation, and performance improvement planning.
- Support employee relations matters and workplace issue resolution using a respectful, consistent, and policy-aligned approach.
- Assist with workplace investigations (within CYFWB and other departments as assigned), including documentation collection, interview scheduling, and confidential file management under HR direction.
- Ensure HR practices and processes align with applicable policies, procedures, and employment requirements, and escalate risks or concerns to the HR Director as needed.
- Maintain accurate employee files for CYFWB staff, including contracts, acknowledgements, credentials, clearances/checks, and other required employment documentation.
- Coordinate with HR and Finance/Payroll to support employee onboarding, status changes, leave-related documentation, and timely approvals, while maintaining strict confidentiality and supporting continuous improvement of HR tools and workflows.



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Qualifications:

- Post-secondary diploma or degree in Human Resources, Business Administration, or a related field (or an equivalent combination of education and experience).
- HR designation (or working toward) is considered an asset.
- Minimum 2 years of experience in HR (generalist or specialist), with demonstrated experience in full-cycle recruitment.
- Experience working in a First Nation environment and/or with Indigenous service organizations, with an understanding of culturally safe and community-centered approaches, is considered a strong asset.
- Experience supporting performance management, onboarding/orientation, and training tracking.
- Experience supporting investigations or complex employee relations matters is an asset.
- Experience working in child welfare, social services, or other high-sensitivity environments is an asset.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

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

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Human Resources Specialist (CYFWB)" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.