

Animikii Ozoson Child and Family Services, Inc.

An agency under the Southern First Nations Network of Care (SFNNC)

HUMAN RESOURCES MANAGER

Employment Opportunity

Competition# 2021-17

Complete applications include both a cover letter and resume.

Animikii Ozoson Child & Family Services is looking for a highly competent and committed Human Resource Manager who will be accountable for the provision of strategic and operational human resource leadership and delivery to the Agency. The HR Manager will provide dynamic leadership, exercise good judgment, good organizational skills and be a team leader.

Reporting directly to the Executive Director, the Human Resource Manager provides progressive and supportive leadership in all aspects of human resources, including human resource planning and policy development, management and administration, employee support, pension, and benefits plan administration.

If you are an individual who thrives in a challenging and fast-paced environment and excited about taking on a great opportunity, we would like to speak with you.

Qualifications

- Bachelor's Degree in Business Administration or related field plus Human Resources Management Certification (CPHR) preferred.
- 3-5 years minimum experience working directly in at senior level management in Human Resource Department
- Clear background checks (i.e. criminal, CAR, PCC)
- Strong interpersonal skills and ability to work in a fast-paced environment.
- Strong computer literacy in MS Word, Excel, PowerPoint, Outlook
- Valid class 5 driver's license.
- 3-5 years experience in a unionized organization (w/ collective bargaining unit experience) preferred.
- Experience working with Indigenous communities and fluency in an Indigenous language is an asset.

Duties and responsibilities

Ensures all administrative supports are provided to the Agency. Performs recruitment duties, administration, Management/Employee support, discipline etc.

- Develop and support the development of Agency wide job descriptions and postings as required.
- Ensure all job postings are distributed in a manner that will attract candidates who meet the required qualifications.
- In conjunction with the Executive Director and members of Senior Management, review Employee Policy Manual and Collective Agreement to ensure policies are up to date, accurate and complies with relevant legislation.
- Participates in or leads the development of Human Resources strategies and programs aligned with the Agency's strategic priorities.
- Remain current on all relevant legislation and ensure Agency compliance.
- Ensures the Agency provides a healthy and safe environment for all its employees.
- Keeps abreast of developments/trends in the HR field.
- Provides objective professional advisory services to management and staff regarding policy related matters.

- Participates in, together with the applicable manager/supervisor discussions surrounding such topics as: attendance meetings; disciplinary actions and performance management.
- Supervisory duties.
- Completes special projects as assigned.

Skill and Competency Requirements

- To perform this job successfully, the individual should demonstrate an ability to apply a First Nations perspective to the work.
- People management, communication and problem-solving skills, commitment, client service, initiative, teamwork, integrity, responsibility, and flexibility.
- Excellent communication and interpersonal competencies: team player, conflict resolver, service oriented and respectful of others. Fosters collaboration and partnerships, values diversity, and demonstrates political acumen.
- Professional verbal and written communication skills.
- Knowledge/understanding of the Child and Family Services Act, Child and Family Services Authorities Act, related regulations, and standards would be an asset.
- Knowledge and understanding of child welfare practices and how that relates to Indigenous populations; including awareness of the evolution of the structure of child and family services in Manitoba (AJI-CWI) would be an asset.

SALARY: Commensurate with education and experience.

Job posting will be open until position is filled.

This is a permanent full-time position located in Winnipeg, Manitoba and is open to all qualified candidates who are legally entitled to work in Canada. Qualified candidates will be required to undergo a criminal record check, child abuse registry check and prior contact check.

Indigenous candidates will be given preference and are encouraged to self-identify as being of Indigenous descent. If you are interested, resumes and cover letters can be sent to: cathy.herrera@animikiicfs.org.

We thank all interested applicants, however, only candidates selected for an interview will be contact.