

# Animikii Ozoson

## Child & Family Services Inc.

3-313 Pacific Avenue • Winnipeg • Manitoba • R3A 0M2  
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reception.animikii@animikiicfs.org



### JOB OPPORTUNITY

#### Human Resource Manager

#### Competition # 2024-25

#### **Overview:**

Working as part of the Senior Management Team, reporting directly to the Executive Director, the incumbent will perform duties under the Agency's HR Personnel Policy Manual, Collective agreement, and the agency Code of Conduct under our Indigenous cultural lens. Composing of a wide range of HR functions, including but not limited to employee support, time and attendance, recruitment, selection, pension and benefits, employee relations, employee records, HRMS, creation of job descriptions, job evaluation, and policies and procedures used throughout the Agency.

#### **Responsibilities / Duties:**

- Completes full recruitment cycle including screening of resumes, setting up interview dates/times, testing of candidates, interviews, placement, orientation
- Creates and facilitates innovative ideas on retention of employees
- Facilitate the development and improvement of HR reporting processes, records management, and other information systems that support HR functions and activities
- Participate in the investigative and information gathering processes relating to employee/labour relations matters
- Coordinate and provide confidential resource information and support to all staff in areas of employment, including health and wellness, respectful workplace, grievances and other employee issues.
- Consults with the Executive team to negotiate contracts with various insurance carriers in order to obtain cost effective, maximum coverage for employees (when required)
- Participate in the negotiations and development of the Collective Bargaining Agreement (CBA)

#### **Competencies**

- Inspires people to achieve challenging goals by earning trust and fostering collaboration
- Shows understanding and compassion to others by effective communication, sharing
- information, asking questions and exercising an active listening style.
- Is readily able to adapt to changing circumstances or conditions within a variety of situations, and with various individuals or groups.
- Consistently persists in the face of obstacles and a changing work environment

#### **Qualifications**

- A post-secondary degree, diploma or certificate with specialization in human resources or equivalent combination of related education, training and experience (minimum 5 years)
- CPHR designation preferred
- Experience working in a unionized environment
- Must have demonstrated understanding of First Nations culture and traditions
- Demonstrated knowledge and application of Acts, regulations, policies and practices and relevant collective agreements affecting human resource activities
- Proven ability and experience with conflict resolution with a focus on reconciliation
- Effective oral and written communication skills
- Computer literacy, proficiency with Word and Excel, data base systems, and email
- Strong leadership, ethics, problem solving, strategic thinking and cultural competency
- Proven ability to bring in innovative and creative solutions to alleviate issues throughout the Agency
- A valid Manitoba driver's license and access to a reliable vehicle are required for travel within the city and surrounding community.

**All Hiring is subject to satisfactory Criminal Reference Check, Prior Contact and Child Abuse Registry Check.**

The ability to speak Ojibwe is considered a definite asset. Preference will be given to Indigenous people and applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

**Please reference the position and competition number # 2024-25 in your cover letter.**

We thank all who apply, however, only those selected for an interview will be contacted. Job posting will be posted until filled.

**Qualified P8 Candidate's Salary:** \$79,060.54 - \$96,740.91

Please forward your resume/cover letter and three (3) references to:

Stephanie Fenner, HR Manager, CPHR Candidate  
Animikii Ozoson Child and Family Services  
3-313 Pacific Avenue  
Winnipeg, MB, R3A 0M2  
Email: [Stephanie.Fenner@animikiicfs.org](mailto:Stephanie.Fenner@animikiicfs.org)

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