



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0

“to be independent, proud, prosperous, unified nation, with our own culture, values, language and land” (Ochapowace Vision Statement)

Ochapowace Nation is a progressive nation, developing the economy, enhancing youth development through education and sports, creating an environment of safety and well-being for members, establishing a professional, successful organization as an employer of choice, and creating an effective governance system.

Position Title: Human Resource Manager

Unit: Administration Office

Status: Full-time

Duration: Permanent

Salary: Commensurate with Ochapowace Nation salary grid

Posting Date: October 13, 2020

Closing Date: **October 23, 2020 at 4:30 pm**

Primary purpose: The HR Manager provides administrative service for the Human Resource office for the recruitment and employment of staff, management of employee benefits and lead policy review and development.

Job Summary: The HR Manager works under the direction and supervision of the Director of Operations and performs the following duties (but not limited to): recruitment, staff orientation, staff relationships and support, staff training, discipline and dismissals; maintains personnel and organizational effectiveness through knowledge of policies, procedures and regulations of personnel management and human resources programs; and oversees, confidential personnel records. The HR Manager assists in reviewing human resource policies, procedures and provides HR reports to Chief and Council. The HR Manager also supervises the HR Assistant and is responsible for assisting and advising program coordinators regarding human resource issues.

Qualifications

Education and experience: Preference will be given to candidate with a post-secondary degree or diploma in related field (Human Resource management, Business Administration) with a minimum of 5 years' experience in related field.

Knowledge, skills and abilities: knowledge: Human Resource practices, theories, performance reviews, staff training and development, federal/provincial labor laws, Ochapowace Nation culture and traditions, Microsoft Office applications, skills: creative thinking, problem solving, planning and analytical skills, good decision-making skills, interpersonal and communication skills both written and verbal ability; to work within a team, proven ability to work on projects with competing demands to meet deadlines.

Provide a current Criminal Record Check.

Please send your resume and cover letter, with three (3) written references to:

Denise Beaudin, Director of Operations

Email: denise.beaudin@ochapowace.ca

Phone: (306) 696-2425