



JOB OPPORTUNITY

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Administration / Human Resources Ochapowace Nation – Job Posting

Position: Human Resource Manager

Status: Full Time / Permanent

JOB SUMMARY: The Human Resources Manager will be responsible for providing human resource support to the Ochapowace nation as an organization. The position will support the Nation's strategic goals to help drive the design, planning, and implementation of policies and procedures while ensuring compliance with all relevant employment laws and legislations.

DUTIES AND RESPONSIBILITIES

- Advise management and staff on policies related to Human Resources, Human Rights, Labour Law and/or other relevant legislation;
- Research for current and changing government legislation and develop company policies to ensure compliance accordingly;
- Investigate all complaints of discrimination, harassment, sexual harassment, grievances, acts of violence, and workplace disagreements;
- Assist in the recruitment, screening, hiring, retention, termination, and professional development of staff for Ochapowace Nation; Plan and conduct new employee orientation;
- Assist supervisors and department managers in the management training in promotions, performance review including appropriate documentation of these activities;
- Other duties as assigned.

SKILLS, QUALIFICATIONS AND COMPETENCIES

- A diploma or degree in a Human Resources related field with a minimum of 5 years successful demonstrated human resources experience or an equivalent combination of education and experience.
- CHRP designation would be an asset or working toward the designation.
- Sound knowledge of current HR trends, issues, techniques, and practices.
- Must have practical experience and knowledge of employment legislation governing First Nations
- Knowledge and understanding of Ochapowace culture, traditions, teachings, community dynamics an asset.
- 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.
- Selected candidate must provide Current CPIC & Drug Scree as well as have a Valid Class "5" License

Selection Process: Preference will be given to Ochapowace Nation members, Candidates will be selected for this position based on their skill, ability, experience, and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.

Application Deadline: December 24, 2024 @ 4:30 p.m.

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

hr@ochapowace.ca