



## Job Opportunity

<b>Position:</b>	Human Resource Manager– Competition #2024-90
<b>Conditions:</b>	Full Time Permanent
<b>Department:</b>	Human Resources
<b>Location:</b>	Winnipeg, MB.
<b>Closing Date:</b>	Open Until Filled

Shawenim Abinoojii Inc. is a non-profit service provider and Southeast First Nations-led organization. We offer comprehensive benefits, a rewarding work environment, and opportunities to challenge yourself, apply your skillset and be a part of a unique First nations-led service model.

### BENEFITS:

- ✓ Competitive Salary
- ✓ Personal Leave Days and Paid Time Off
- ✓ Employer-Matched Pension Plan
- ✓ Comprehensive Benefits Package
- ✓ On-site parking

### OVERVIEW:

Reporting to the Director of Finance & Administration, the Human Resources Manager will be responsible for designing and implementing the human resources program, leading and overseeing all HR functions including recruitment, selection and retention, reviewing and updating HR policies and processes, training and development (urban and First Nation community), performance management and reviews, employee relations, HR records management and reporting, workforce and succession planning, HR compliance and risk management, organizational design and compensation/benefits.

### KEY RESPONSIBILITIES:

- Act as Pension & Benefits Administrator
- Track, monitor and produce monthly reports regarding staff attendance, overtime and leave sheets
- Participate in Government Survey as required
- Provide guidance and coaching to employees and Management on how to have difficult conversations; provide coaching to employees who apply for internal positions
- Create and manage salary scales & classifications in collaboration with Finance
- Work closely and collaboratively with Payroll and Finance
- Act as the Administrator for the Workers Compensation benefits, HRIMS
- Act as a Mediator pertaining to conflict management in the workplace
- Facilitate Respectful Workplace presentations
- Manage the entire recruitment cycle, including the oversight of ensuring mandatory background checks are completed for employee files
- Attend Board meeting as required to provide programming updates

- Lead the Workplace Safety and Health Committee to ensure the organization is legally compliant
- Track and monitor recruitment activities for monthly and annual reports

#### QUALIFICATIONS:

- Completion of post-secondary education with a focus in Human Resources Management or a related discipline is required.
- Three to five years experience in Full-Cycle Human Resources Management.
- Knowledge of labour laws in Manitoba.
- Skilled in conflict resolution, policy development, and HR process management.
- Strong organizational, leadership, and communication skills.
- A professional and self-motivated approach.
- Strong proficiency in Microsoft Office, word processing (MS Word), Spreadsheets (Excel), E-mail (Outlook) and Internet.
- Knowledge of the Child and Family Services (CFS) sector and legislation an asset but not mandatory.
- Demonstrate knowledge and/or understanding of Indigenous perspectives, First Nations culture and traditional philosophies.
- Ability to speak Anishinaabe is an asset.
- Satisfactory Child Abuse, Vulnerable Person check and Criminal Record check.

For the best results please apply directly through [bamboohr.com](https://bamboohr.com) using the following link: <https://saihr.bamboohr.com/jobs/?source=shawenim-abinoojii>

You are also welcome to apply to [HR@shawenimabinoojii.org](mailto:HR@shawenimabinoojii.org) or drop your resume off at our main office located at 865 Main Street.

**WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (FIRST NATIONS, INUIT OR METIS).**