



CONSTANCE LAKE FIRST NATION

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

Telephone (705) 463-4511 – Fax (705) 463-2222

General e-mail: clbo@clfn.on.ca

Website: www.clfn.on.ca

JOB POSTING

Human Resources / Health & Safety Manager

OVERVIEW: Under the direction of the Executive Director, the **Human Resources / Health & Safety Manager** will be responsible for management of human resources matters and ensure the organizations are complying with the standards of Health & Safety under the Canada Labour Code Part II and prescribed regulations as well as provincial legislation that is applicable to the organization. This is a full-time permanent position and be a part of the Senior Management team.

PREFERRED QUALIFICATIONS

- Post-Secondary degree in HR management and in the field of Health & Safety or in Business administration, Human Resources Management;
- Criminal reference check will be required;
- Excellent interpersonal and communication skills;
- Previous work experience or education in counseling or human resources, e.g. certification from a management or human resources program;
- Previous work experience in the health & safety field;
- Valid driver's license would be an asset;
- Exceptional organizational skills;
- Highly motivated, and ability to work full time hours with minimal supervision; and
- Good computer skills.
- Knowledge of and/or previous work experience with CLFN;
- Previous work experience with First Nations or Aboriginal organizations;
- Previous work experience or education in program management.

DUTIES & RESPONSIBILITIES:

- To ensure that proper personnel records and documentation is kept on file for all CLFN employees and is kept confidential.
- To manage all human resource matters and issues
- To report to the Executive Director on a regular and as needed basis all human resource issues and concerns.
- To review and propose revisions, as needed, to the Executive Director of the human resource policies and procedures.
- To review and update job descriptions, as may be needed.
- To assist the Executive Director in developing salary grids.
- To keep up to date with relevant progress and changes to federal and provincial employment standards.
- Ensure all employees are aware of their responsibility for workplace health and safety
- Ensure building inspections are taking place.
- Be part of the Joint Health and Safety Committee.
- Take appropriate steps to ensure the safe management of any hazard.
- To carry out any other duties and responsibilities as may be assigned by the Executive Director from time to time.

Please submit your resume, cover letter and 3 references either by mail, fax or in-person at the Band Office or by email to:

Samantha John-George, Employment Coordinator
Constance Lake First Nation
P.O. Box 4000
Constance Lake, ON P0L 1B0
Fax: 705-463-2222
Email: samantha.john-george@clfn.on.ca

DEADLINE FOR APPLICATIONS:

Friday, April 6, 2018 at 4:00 pm

Please note that only candidates selected for an interview shall be contacted.