



Building a Better Tomorrow for Indigenous Youth

## NIMKEE NUPIGAWAGAN HEALING CENTRE

### HUMAN RESOURCES MANAGER

LOCATION: Muncney, Ontario

*Nimkee NupiGawagan Healing Centre (NNHC) is a leading holistically based residential treatment centre in addictions, solvent use and abuse for all youth from Indigenous communities nationally. The seven Grandfather teachings form the cornerstone for our program: Respect, Love, Honesty, Bravery, Humility, Wisdom and Truth. The benefits for participants are empowerment, inner discipline and belief in self.*

#### JOB SUMMARY

The **Human Resources Manager** acts as a trusted advisor to management and employees, leading the delivery and promotion of comprehensive HR strategies, programs and processes in support of Nimkee's mission, vision and values. The Manager will be responsible for nurturing an effective and healthy workplace, positive employee relations and employee engagement. The position includes coordination of recruitment and selection; training and development; performance management, disability and attendance management and the compensation processes (including benefits and pension). A key focus will be leading Health and Safety and employee wellness at Nimkee. The Manager will contribute to the organization by building positive relationships throughout the organization; develop and implement effective HR initiatives, policies and procedures, particularly those that support organizational and staff accreditation. Demonstrating confidentiality, ethical behaviour, and objectivity. This position is part of the senior management team and reports to the Executive Director.

- Design and deliver Human Resources processes and initiatives that promote a safe, engaged, results-oriented team culture of success built on traditional Indigenous values of respect, love, honesty, bravery, humility, wisdom and truth.
- Consult with management regarding Human Resource issues including recruitment, onboarding, performance issues, policies, progressive discipline and termination.
- Provide advice and coaching to employees in Human Resources related matters.
- Work closely with all departments and locations to establish strong working relationships and understand organizational needs
- Participate in the development and maintenance of HR policies and procedures; provide interpretation as necessary; make suggestions and recommendations for improvements.
- Consult with managers and employees in the resolution of conflict situations in a manner that promotes a positive, equitable and results oriented culture.
- Participate in Joint Health and Safety Committee meetings
- Conducts exit interviews for employees leaving Nimkee

#### Qualifications

##### Education & Experience

- 5 + years progressive Human Resources experience with exposure to all facets of HR
- Post-secondary education in a related field, CHRP designation
- Strong working knowledge of workplace legislation both federal and provincial, standard HR policies and procedures
- Detail oriented; possess excellent organizational, problem solving and analytical skills
- Exceptional communication skills, both oral and written; effective listening skills
- Ability to handle conflict and other difficult situations fairly, objectively, and consistently

## **Career Opportunity – Human Resources Manager**

- Demonstrated experience in conducting investigations, resolving grievances and providing mediation
- Conflict resolutions skills and ability to initiate and conduct difficult conversations
- Coaching experience
- Demonstrated ability to prioritize and work effectively under pressure to meet deadlines, handle multiple tasks
- Continuous improvement focus, looking for process development/efficiencies,
- Manage multiple and changing priorities
- Provide leadership with an approachable, personable, positive and authentic character
- Abstainer with at least three years continuous sobriety is a requirement by organizational policy
- Able to exercise sound judgment, maintain objectivity, impartiality, confidentiality, composure, and work effectively throughout the organization
- Demonstrate maturity and emotional intelligence
- Fluency in First Nations language is an asset, Indigenous ancestry preferred
- Knowledge and awareness of cultural, and traditional teaching, universal to First Nations peoples preferred
- Advanced Excel, Word and PowerPoint skills, must be able to create and deliver presentations
- Must be able to work flexible hours
- Must have a valid Ontario Driver's License, a clear driving transcript and reliable transportation
- Successful Vulnerable Sector Check

All applications are confidential. Only those applicants applying with a detailed resume, cover letter and three written work references will be accepted. While your interest in Nimkee Nupigawagan is appreciated, only those applicants being given further consideration will be contacted.

**Interested applicants should apply in confidence by 4 pm, February 12, 2021:**

[careers@nimkee.org](mailto:careers@nimkee.org)