



WE ARE HIRING!

DIRECTOR OF HUMAN RESOURCES MOUNTAIN OFFICE

Job summary:

Reporting to the Executive Director, the HR Director is responsible for designing and implementing Human Resources (HR) programs, leading, and overseeing all HR functions, and providing strategic HR planning and advice to the organization and its leaders. This position is responsible for setting and executing SECFS's HR strategic service plans, providing HR advice, and developing HR programs to meet organizational needs.

Duties & Responsibilities:

- Provide leadership and oversight in the development and execution of HR strategies, goals and objectives including recruitment and retention, reviewing and updating HR policies and processes, training and development, performance management and performance reviews, employee relations, HR records management and reporting, workforce and succession planning, HR compliance and risk management, organizational design, compensation/benefits, union negotiations.

Qualifications:

- Bachelor's Degree in Business Administration or related field;
- Chartered Human Resources Professional (CPHR) designation;
- A minimum of 8 years of progressive senior level experience in the field of Human Resources;
- 5+ years managing office operations;
- Demonstrated experience working within a unionized environment and direct working knowledge of the following; collective agreements, union negotiations, grievances, workplace investigations.
- Knowledge of the following legislation: Employment Standards, WCB, OSH and Human Rights;
- Supervisory experience is required as well as strong mentorship and interpersonal abilities;
- Knowledge of the Child and Family Services (CFS) sector and legislation would be an asset;
- Experience in working with Indigenous communities and fluency in the Ojibwe language would be considered assets;
- Possesses a strong knowledge of the Anishinaabe culture and issues affecting our children, families and communities.
- Proficiency in Word Processing (MS Word), Spreadsheets (Excel), Email (Outlook)
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and, Prior Contact Check
- Fully immunized against COVID-19 as of October 31, 2021

Application Process: (Posting: 2022-23) Qualified Candidate's Salary: Dependent on qualifications

Closing Date: April 25, 2022 (or open until filled)

Please forward your résumé, cover letter, and three (3) references to hr@secfs.ca

Preference will be given to Southeast members and Indigenous (First Nations, Métis or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer exceptional salaries, life insurance, pension, health/vision/dental, leave benefits

Berens River · Black River · Bloodvein · Brokenhead · Hollow Water · Little Grand Rapids · Pauingassi · Poplar River

Job Postings can be viewed at: www.secfs.ca

**SOUTHEAST
CHILD & FAMILY SERVICES**