

MÉTIS NATION OF ONTARIO JOB POSTING

HUMAN RESOURCES

RECRUITMENT OFFICER

Internal/External Posting
Indeterminate
Full-time

Location: Ottawa, Ontario
Closes: March 19, 2019 - 4:30 p.m.
Posting: 031919-HR-OTT

Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers>

The Métis Nation of Ontario (MNO) is seeking an enthusiastic and qualified team player to serve as the HR Recruitment Officer located in the MNO Head Office in Ottawa, Ontario. The HR Recruitment Officer will provide strong support to the MNO's Human Resources team. The HR Recruitment Officer will focus on the recruitment up to onboarding processes as well as compiling, maintaining and processing information and documentation.

The MNO is a non-profit Indigenous organization with over 200 employees located in over 30 offices throughout Ontario. The position is permanent, full time. The successful candidate will be enrolled in the Group Benefits and Registered Pension Plans after successfully completing 3 months of employment.

In carrying out the following duties, it is expected that the HR Recruitment Officer will:

- Adhere to Privacy Laws and respect confidential information at all times
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative provisions governing the employment relationship between MNO and the employee
- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO's Financial Policies and Procedures at all times
- Uphold MNO's Standards of Professional Conduct at all times
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Work in collaboration within the Branch, other MNO branches, MNO leadership, MNO citizens, MNO contractors and consultants on related projects
- Attend the Annual General Assembly (MNO Policy 2.120)

Reporting to the Manager of Human Resources, the duties include but are not limited to:

1. Recruitment and Staffing:
 - a) Prepare job descriptions with the branch designate
 - b) Prepare job postings
 - c) Arrange for advertising and posting of employment opportunities
 - d) Accept and distribute applications
 - e) Pre-screen applications
 - f) Pre-screen potential candidates prior to final selection (communicate employer information, benefits, etc.)
 - g) Prepare interview questionnaires
 - h) Participate on the interview board when directed
 - i) Administer and score employment tests as required
 - j) Conduct reference checks and advise the interview committee
 - k) Notify interviewed candidates of results of selection process
2. Administrative duties and record-keeping, maintain and update hardcopy and computerized filing
3. Compile and prepare reports and documents relating to personnel activities
4. Enter computer data in tracking systems
5. Respond to telephone and written enquiries from staff and the general public regarding personnel matters, or refer to appropriate staff
6. Arrange for in-house and external training activities, provide training sessions as required
7. Research information as required
8. Remain current on MNO's political and organizational structure, policies and procedures, federal and provincial employment legislation
9. Assist with all aspects of the Human Resources branch
10. Remain cognizant of workplace Health and Safety requirements
11. Cross-train in all HR activities and serve as back up within the team when required
12. Serve as a liaison with area employment agencies, colleges and industry associations
13. Provide statistics and or complete timely reports on employment activity
14. Conduct exit interviews of terminating employees



Mandatory Qualifications:

- Post-secondary education in Human Resources Management
- CHRP designation, or plan to obtain
- Excellent written and verbal communication skills in English
- Ability to operate with very high levels of integrity and confidentiality
- Experience with standard office operations and equipment
- Proficiency with computer programs (Outlook, Word and PowerPoint)
- Advanced-level Microsoft Excel skills
- Thorough understanding of Human Resources processes and requirements

Requirements:

- Knowledge of the Métis Nation of Ontario programs and services, and political entity
- Attention to accuracy
- Minimum typing speed of 65 wpm
- Must be able to work with minimal supervision
- Well-developed administrative and organizational skills
- Results-oriented and work to deadlines
- Strong problem-solving, organizational and multi-tasking skills are a must
- Exceptional communication skills
 - Service oriented
 - Approachable demeanor, good listener, patient
 - Ability to address groups (public speaking)
 - Facilitation skills
- Ability to work in a fast paced, high energy, team-based environment
- Superior interpersonal, social skills, and professional etiquette
- Experience working in a non-profit environment
- Availability to travel, at times with overnight stays at a location other than work location

The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

Preference may be given to qualified Métis candidates.