



<b>Position:</b>	Human Resources Advisor	<b>Accountability:</b>	Risk Management & Strategic Planning Director
<b>Hours of Work:</b>	32 hours per week	<b>Employment</b>	Two year contract with possible extension
		<b>Status:</b>	
<b>Circulation Level:</b>	Level III	<b>Preferences:</b>	MFN member / persons of Aboriginal decent

**The Human Resources Advisor will:**

- Assist in recruiting, screening, and interviewing qualified applicants and, if necessary, test qualified applicants with Hiring Committee.
- Assist supervisors on new employee orientation
- Assist with probationary and annual appraisal program.
- Assist in intake of correspondence and maintenance of all Personnel files.
- Advise on matters related to Health and Safety such as Joint Health and Safety Committee; accident/incident reports; workplace inspections; WSIB and Return to Work Program.
- Recommend new policies and changes to existing policies.
- Knowledge and understanding of Canada Labour Code, Occupational Health and Safety Act, Pay Equity Act, Canadian Human Rights Act.
- Assist supervisors with progressive discipline issues; advise on grievance procedures and options; advise on mediating conflicts in the workplace; assist in action plans and tacit or contractual agreements to reach desired outcomes; develop and monitor comprehensive anti-harassment/discrimination policies and procedures; assist with internal human rights complaints and advise employees of options and conduct investigations.
- Promote the use of employee programs and services.
- Participate actively on various joint committees to maintain ongoing relations between management and employees.

**The Human Resources Advisor will possess the following qualifications, skills, experiences, and attributes:**

- Post-secondary education in Human Resources or Business Administration.
- Must have a CHRP (Certified Human Resources Professional) designation.
- At least three (3) years working experience with a First Nation or Aboriginal Organization.
- Knowledge of relevant legislation (i.e., Canada Labour Code, Employment Standards Act, Human Rights Code, Labour Relations Act, Health and Safety Regulations, Privacy Legislation, etc.); knowledge and understanding of Aboriginal culture, traditions, teachings and community dynamics; knowledge of the Occupational Health and Safety Act as it relates to the worker and employer; knowledge of MS Office Software.
- Must have strong analytical and problem solving skills; high level of integrity, direct honest approach, prompt decision maker; excellent organizational skills; ability to plan, prioritize and manage responsibilities; be an effective leader; strong interpersonal and influencing/negotiation; a Class "G" Driver's license in good standing and able to travel; and, a clear Criminal Records Check from CPIC (Canadian Police Information Centre).

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Human Resources Department  
Marked: **CONFIDENTIAL**  
**EMAIL:** [hradvisor@mississauga.com](mailto:hradvisor@mississauga.com) **FAX:** 705-356-1740  
**Deadline: Thursday, June 20, 2019 at 4:00 pm**

*Thank you to all applicants; however, only those selected for an interview will be contacted.*