



Human Resources Manager

FTE: 1.0

Status: Permanent

Closing Date: September 6, 2024

Starting Salary between: \$76,520 - \$82,985

The **Gizhewaadiziwin Health Access Centre** is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers.

The Gizhewaadiziwin Health Access Centre, located in the heart of the Southern Region of Treaty #3 territory, is the result of a unique partnership between area First Nations, the United Native Friendship Centre and the Sunset Country Métis.

Summary of Position:

The Gizhewaadiziwin Health Access Centre is currently accepting applications for a full time Human Resources Manager. This position will act under the direction of the Executive Director. The Human Resources Manager will act as part of the Management team.

Qualifications:

- Post-Secondary Education Diploma or Degree in Human Resources, Business Administration or equivalent.
- Candidates who have earned their Chartered Professional Human Resources (CPHR) or Certified Indigenous Human Resources Professional (CIHRP) designation a definite asset
- Minimum five years' experience in a senior management role and supervision of staff.
- Previous training/experience in Human Resources Management in unionized environment preferred
- Experience in HRIS, payroll, Benefits and Pension administration.
- Excellent written and verbal communication skills
- Strong leadership, organizational and interpersonal skills
- Ability to work independently and as a team member
- Knowledge of local Indigenous communities and culture, including traditional customs and protocols within the Southern Region of Treaty #3 territory required.
- Valid Driver's License (class G)
- As per policy, applicants should note that COVID-19 vaccination, Criminal Record Check and Drivers' Abstract is a condition of employment within Gizhewaadiziwin Health Access Centre.

Desired:

- Ability to speak Ojibway is an asset.
- First Nations, Inuit or Métis candidates are encouraged to apply. Please self-identify.

Additional Information:

As a part of our team, you will be eligible for:

- 100% employer-paid health care benefits;
- Become a member of the Healthcare of Ontario Pension Plan (HOOPP);
- Six (6) paid Personal Leave Days a year;
- 3 weeks (starting) paid vacation subject to increase quickly over tenure;
- Invited to actively participate in cultural and traditional teachings and knowledge.

A complete Job Description is available by contacting Human Resources at 274-3131.

Qualified applicants are invited to submit a resume, covering letter, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

Attention: Personnel Committee
Gizhewaadiziwin Health Access Centre
RMB 2004, RR #2
Fort Frances, ON P9A 3M9
ea@gizhac.com

We thank all candidates in advance, however, only those selected for an interview will be contacted. Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.

VALUES

Zaagidewnin | Minaadendiwin | Aakedewin | Giwekwaadiziwin | Nibwaadaawin | Didaadenidiziwin | Debwewin
Love Respect Courage Honesty Wisdom Humility Truth