



HUMAN RESOURCES DIRECTOR

CENTRAL MASKWACIS, AB

\$87,171 TO \$124,838

ABOUT KANAWEMAHWASOWIN KAMIK INC. (KKI)

Kanawemahwasowin Kamik Inc. (KKI) is laying the foundation for future success by establishing a culturally appropriate children's services legal system to protect the individual and collective rights of Ermineskin Cree Nation children, youth, families, and members residing off-reserve. The Ermineskin Cree Nation (Reserve #138) is one of the Four Nations of Maskwacis, Alberta, located in central Alberta, about fifty miles south of Edmonton on Highway 2A, halfway between the towns of Ponoka and Wetaskiwin. This area is traditionally known as the Bear Hills or Maskwacheesihk. Through self-determination and community collaboration, KKI helps preserve and revitalize the Cree language, cultural identity, and community well-being. KKI is located in central Maskwacis, Alberta, which is part of Treaty Six Territory.

ABOUT THE ROLE

Reporting to the Chief Executive Officer (CEO), the Human Resources Director is responsible for providing leadership and support to help KKI achieve its organizational objectives. This individual manages the Human Resources function, directly overseeing the Human Resource Generalist. The role also involves developing policies and programs and coordinating with the Finance team on human resource budget needs. This position offers an exciting opportunity to contribute to the success of KKI while promoting the well-being of Indigenous children and families.

AUTHORITY AND RESPONSIBILITIES

Operations:

- Assist in gathering and verifying information, and liaise with staff to obtain clarification, share information, or authorization in the retainment of Human Resources.
- Collaborates with senior leadership to understand KKI's goals and strategy related to staffing, recruiting, and retention.
- Assist in the development and implementation of a work plan for KKI.
- Maintain privacy and confidentiality by securing KKI records.
- Tracking KKI documents and verify access and security privileges.
- Liaise across departments to provide support in file transfers and final disposition of records.

Human Resources:

- Administers or oversees the administration of Human Resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent

management; productivity, recognition, and morale; occupational health and safety; and training and development.

- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support KKI's Human Resource compliance and strategy needs.
- Works with the management team to identify staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from KKI's Human Resource information system (HRIS).
- Monitors and ensures that the Human Resource team and KKI are in compliance with all applicable federal and provincial legislation.
- Advises and assists with understanding Human Resources policies and procedures.
- Oversees the daily workflow of the Human Resources team by coordinating with the Human Resources Generalist.
- Handles discipline and termination of employees in accordance with KKI policy.
- Assists in coordinating recruitment of new hires, interviews, and orientations and training.
- Assists with internal Human Resources audits.
- Handles filing, access, and security of Human Resources information.
- Ensures accuracy of Human Resources records and compliance with Records Management policies and standards.
- Performs other duties as required by the CEO.

General Responsibilities:

As a representative of Kanawemahwasowin Kamik Inc., the Employee is responsible for:

- Reflecting and interpreting the organizations vision, mission and core values in their own work with enthusiasm and commitment.
- Acting in accordance with relevant laws and organization's policies, standards and procedures.
- Supporting events, including attending organizational events and assisting through volunteering for specific tasks and event detail, such as setup and takedown.
- Developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Cree children, families and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Applying Cree culture, values, traditions and teachings into work/programming where possible.
- Ensuring the accuracy, confidentiality and safekeeping of Human Resources records.
- Fulfilling other obligations assigned by their supervisor.

SKILLS AND QUALIFICATIONS

Qualifications and Background Required:

- Minimum of two (2) years of work-related experience working in or with First Nations communities or organizations.

- Ten (10) years of work-related experience in Human Resource Management, including experience in a supervisory position.
- Post-secondary education in Human Resources, Business, Business Administration, or related social sciences.
- An active CPHR or CIHRP designation is valued in this position.

Other Requirements:

- Valid driver's license and own vehicle.
- Criminal Record Check (including Vulnerable Sector Screening).
- Child Intervention Check.
- Flexibility to work varied hours and travel as needed.

TOTAL REWARDS AND APPLICATION PROCESS

Kanawemahwasowin Kamik Inc. offers a competitive compensation package, including excellent benefits, extended health care, and travel allowances. In this impactful role, the successful candidate will be provided with the opportunity to lead, hire, and grow an HR team that makes a real difference to Indigenous children and families. The organization values work/life balance (35-hour week), hybrid home/office working, and provides ample professional development opportunities.

KKI is committed to fair hiring practices and a respectful, inclusive workplace. Applications from all qualified individuals are welcome, with accommodations available throughout the recruitment process. Interested candidates should apply through MNP's official process by sending their resumes to fred.punter@mnp.ca, avoiding direct approaches to KKI staff.

Given the traditional practices of the Ermineskin Cree, there may be occasional exposure to wood smoke and the burning of medicines, including tobacco, sweetgrass, sage, cedar, or fungus, within the work setting. In accordance with Section 15 of the Canadian Charter of Rights and Freedoms, preference may be given to qualified candidates with Aboriginal Ancestry.