



# BINGWI NEYAASHI ANISHINAABEK

1 Copper Thunderbird Road  
Sand Point, FN, ON., Pot 2B0  
Phone: (807) 623-2724

215 Van Norman St.  
Thunder Bay, ON., P7A 4B6  
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## Human Resources Advisor – Job Posting

(Full Time Position)

Bingwi Neyaashi Anishinaabek (BNA) is a progressive, rapidly growing First Nation, formerly known as Sandpoint First Nation. We are seeking a Human Resources Advisor to work out of BNA's Family Well-Being Centre located in Thunder Bay. BNA is currently seeking a dedicated and dependable professional for the newly created position of Human Resources (HR) Advisor. The HR Advisor will be responsible for carrying out a wide variety of human resources functions to support BNA's team and improve the quality of working experience for BNA employees.

This position is accountable to Chief & Council and will work under their assigned supervisor. The HR Advisor is responsible for ensuring a high degree of accuracy and quality in all Human Resource planning, reporting and records management. They work collectively with BNA employees to ensure HR requirements and strategic objectives are met. For more information, please visit: [www.bnafn.ca](http://www.bnafn.ca)

### QUALIFICATIONS

#### Education & Experience

- Graduate of a post-diploma program in Human Resources Management, or degree with Business Administration and a focus in HR Management
- Working towards or in possession of the designation of Certified Human Resource Professional (CHRP) or Certified Human Resources Leader (CHRL)
- 5 years related experience working as an HR Generalist
- Proven knowledge of employment – related legislation and best practices
- Previous experience working in a First Nation organization would be considered an asset
- Previous payroll experience would be considered a definite asset

#### Developed Competencies

##### Candidates must have demonstrated success in the following areas:

- Must possess superior interpersonal skills for developing and maintaining trusting relationships
- A demonstrated ability in problem solving and responsiveness to others' needs
- Be highly organized and detail – oriented
- Able to complete multiple tasks concurrently
- Able to communicate effectively, both written and verbally, at all levels of the organization
- Have demonstrated Conflict Resolution skills
- Possess a high level of integrity and dependability with a strong sense of urgency and results orientation
- Proven ability to handle sensitive information and maintain confidentiality
- Must be computer literate and proficient in Word, Excel, Outlook, and PowerPoint



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## **JOB DESCRIPTION**

### **Position Profile**

The Human Resources Advisor is responsible for carrying out a wide variety of human resources functions to support the BNA team and improve the quality and working experience for BNA employees.

### **Purpose and Scope**

The purpose of this role is to assist in supporting BNA employees and the Management Team through the administration of HR related documentation. In addition, the HR Advisor is tasked with supporting and recruitment process, supporting staff, ensuring payroll accuracy, and aiding in employee relations activities to maintain a positive work culture.

### **Key Responsibilities**

The HR Advisor shall:

- Be the first point of contact for employee questions and concerns
- Coordinate the recruitment process including posting job ads, receiving applications, screening resumes, setting up interviews, conducting reference checks, preparing the employment Offer Letter and notifying unsuccessful candidates
- Preparing and maintaining up-to-date Job Descriptions
- Track and maintain Vacations, Leaves, etc. for all employees
- Schedule and conduct Orientation for new employees, explaining Policies & Procedures, benefits, completing paperwork, and coordinating new hire training
- Generate and distribute absenteeism reports and various other reports as requested
- Maintain the Personnel Policies and associated Schedules, make recommendations for revisions
- Provide counsel to both C&C / management and employees on the interpretation and implementation of the Personnel Policies
- Provide counsel to C&C / management on related employment legislation including the Canada Labour Code and the Canadian Human Rights Act to ensure BNA is compliant
- Ensure Annual Performance Reviews are completed on time
- Be responsible for all benefits administration including Long Term Disability claims management
- Assist in providing non-disciplinary coaching for employees and support management through the progressive discipline stages including preparation of letters
- Keep written records for all performance issues
- Represent BNA at recruitment events and job fairs
- Ensure confidentiality, privacy and respect for employee information is maintained, both electronically and hard copies
- Provide administrative support for a broad range of Human Resource activities, as required
- Contribute to other HR initiatives and projects as assigned
- Responsibilities may change or new ones may be assigned, as required



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## Other conditions of employment:

- May include travel to the Land
- Must have reliable transportation and insurance
- Criminal Records Check upon request upon hiring

## Additional Requirements:

- Criminal background check
- Applicants must demonstrate a commitment to a diverse, culturally competent, and culturally safe work environment.
- Valid driver's license

Please submit your application to [cborysewicz@bnafn.ca](mailto:cborysewicz@bnafn.ca)

Closing date: July 8<sup>th</sup>, 2024

*Only candidates selected for an interview will be contacted*