



The MISSISSAUGAS OF THE CREDIT FIRST NATION  
is accepting applications for the permanent position of

## **“Human Resource Manager”**

Closing Date: August 7<sup>th</sup>, 2024 at 12:00pm

### **Job Summary:**

The Human Resource Manager shall report to and be supervised by the Chief Administration Officer. To assist in the administration of effective, efficient and responsible human resources plans and procedures of the MCFN by:

- Ensuring the human resource plans and procedures are consistent with the vision, mission, management philosophy, standards and organizational and program policies established by the MCFN Council.
- Ensuring the organization is operating in compliance with all relevant legislation and policies, including the Canada Labour Code, the Canada Occupational Health and Safety Regulations and all policies as established by the MCFN Council.

### **Educational Qualifications/Minimum Requirements**

- Post-secondary degree plus 5 years’ experience in Human Resources;
- OR post-secondary diploma in a related field plus 7 years’ experience in Human Resources;
- OR a certificate in Human Resources and 10 years’ direct experience in Human Resources & demonstrated competence;

### **Other Requirements**

- Results of a current criminal reference check;
- Basic First Aid and CPR Certification or must be willing to obtain such
- Safe Food Handler’s certificate or the willingness to obtain as soon as possible.

### **Knowledge/Skills/Abilities**

- A strong working knowledge of Federal and provincial legislation and regulations that include but are not limited to the Canada Labour Code & Health & Safety regulations, Canadian Human Rights Code;
- The political structures and practices of the Mississaugas of the Credit First Nation;
- Strong understanding of workplace investigation processes and the ability to complete such in a tactful manner;
- Solid background in computers with specific knowledge of Microsoft Word and Excel.
- A proven track record in effectively managing human resources in a complex, multi-programmed public administration, or similar experience;
- Demonstrated abilities in each of the key human resource processes, including investigation, report writing, performance management, personnel management and development, information management, and conflict resolution;
- The ability to lead by personal example, to motivate and develop a capable work force in a fair and effective manner, based on the team approach and consistent with the policies of the First Nation;
- The ability and willingness to make difficult recommendations in a timely manner, demonstrating good judgement, respect for organizational policies, and the Mississaugas of the Credit First Nation values;
- Critical thinking skills, including the ability to research, analyze and evaluate and make recommendations concerning complex information and ideas;

- Excellent written and verbal communication skills

**Assets**

- Knowledge of the Canada Labour Code and the Canadian Human Rights Code
- Knowledge of Federal employment standards
- Experience in a First Nation organization

Please submit your cover letter, resume, proof of educational qualifications and three (3) current references, with two (2) being work related if possible to:

The Mississaugas of the Credit First Nation

**Attention: Personnel Committee**

2789 Mississauga Road

Hagersville, ON

N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the MCFN Admin Building or by email at [hrassistant@mncfn.ca](mailto:hrassistant@mncfn.ca)

**Miigwech to all who apply, only those candidates selected for an interview will be contacted.**