

Long Lake #58 First Nation

209 Otter Street
P.O. Box 609
Longlac, Ontario
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Tel: (807) 876-2292
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EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

HUMAN RESOURCES SPECIALIST

The Human Resources Specialist is responsible for supporting the human resource functions of Long Lake #58 First Nation. The Human Resources Specialist provides advice, guidance, and administrative support to management and staff on human resources matters and assists in ensuring compliance with applicable legislation, policies, and procedures. The Human Resources Specialist also supports recruitment, employee relations, training, and organizational development initiatives.

Duties and Responsibilities

- Provide day-to-day human resources advice and support to management and staff on administrative policies, procedures, and practices.
- Assist with recruitment and selection activities, including job postings, applicant screening, interview coordination, reference checks, and onboarding.
- Support the development, implementation, and maintenance of administrative policies, procedures, and related documentation.
- Maintain accurate, organized, and confidential employee records and human resources files.
- Assist with employee orientation, training coordination, and staff development initiatives.
- Provide support in the administration of attendance management, leave tracking, accommodation processes, and employee wellness matters.
- Assist management with performance management, disciplinary processes, workplace investigations, and employee relations matters, as appropriate.
- Support the administration of employee benefits, pension, and other HR-related programs.
- Prepare reports, briefing notes, correspondence, and updates for Chief and Council, senior management, stakeholders, or other third parties.
- Assist in monitoring compliance with employment legislation, workplace policies, and health and safety requirements.
- Participate in HR planning and provide recommendations to improve HR services, systems, and practices.
- Ensure a healthy and safe working environment for all staff, vendors, and visitors.
- All other related duties, as assigned.

Accountability

The Human Resources Specialist is accountable to, and is under the day-to-day supervision of, the Director of Operations.

Education and Skill Requirements

Education and Experience

- College diploma or university degree in Human Resources, Business Administration, or related field.
- 3+ years related experience in a human resources role.
- Experience with recruitment, employee relations, policy interpretation, and confidential records management.
- Experience working in a First Nation Organization is an asset.
- Human resources certification (CHRP, CHRL, CHRE or SHRP) is an asset.
- Must have a valid G drivers license and reliable access to a vehicle.

Desirable Skills

- Excellent interpersonal and relationship building skills to foster respectful and effective working relationships with staff, community members, management, and Chief & Council.
- Strong organizational, time management, and multi-tasking skills.
- Ability to maintain confidentiality and exercise sound judgment in handling sensitive matters.
- Ability to take initiative and work independently while also contributing as a member of the management team.
- Excellent verbal, written, presentation, and record-keeping skills.
- Ability to interpret policies, procedures, and legislation and apply them appropriately.
- Ability to make appropriate and effective decisions.
- Ability to openly assume additional responsibilities that may arise from the community administration and/or the Chief & Council.

Location: Long Lake #58 First Nation

Rate of Pay: \$RATE per YEAR

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

OPEN UNTIL FILLED