



**MATAWA HEALTH
CO-OPERATIVE**

Job Description

Human Resources Coordinator

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative. This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

The Human Resources Coordinator shall work closely with the Matawa Health Co-op Executive Director and Managers. He/she will report to the Executive Director. The main responsibilities of the Human Resources Coordinator are to coordinate the and implementation of the Human Resources programs/services. This position will monitor Human Resources related documentation to ensure accuracy, consistency, and the relevance to business processes. This role will also advise employees and managers on the interpretation of Human Resources policies, compensation, and benefit programs. The Human Resources Coordinator must possess degree or diploma in a related field and/ or Certified Human Resources Professional (CHRP).

SCOPE

The Matawa Health Co-op is the First Nation Health Co-op in Canada. Its purpose is to provide collaborative and accountable health services to its First Nation members. As a co-op, the members set the direction and it reflects the unique nature of each First Nation. The co-op is flexible in how services are implemented, it must reflect the priorities, capacity and diversity of each First Nation.

The Human Resources Coordinator shall assist in the continued development and implementation of the human resources practices to support the co-op under the supervision of the Executive Director. The Human Resources will be responsible for overseeing the coordination of all human resources documentations, personnel files, hiring, training, orientation requirements.

RESPONSIBILITIES

Human Resources Services

1. Maintain accurate, up-to-date, and complete personnel records;
2. Monitor Human Resources related documentation to ensure accuracy, consistency, and relevance to business processes;
3. Maintain Human Resources information and related records systems in compliance with applicable legislation;
4. Direct and coordinate Human Resources activities, such as employment, compensation, benefits, and training;
5. Advise on all Government policies related to Human Resources, Human Rights, Labour Law and/or related legislations;
6. Prepare and post notices and advertisements, and collect applicants;
7. Participate in the hiring and orientation of new employees;

8. Develop and maintain a Human Resources process that meets management informational needs;
9. Create and/or revise job descriptions and employment agreements;
10. Ensure all employees adhere to Health and Safety policies;
11. Participate in Joint Health and Safety meetings;
12. Provide administration support as required; and will adhere to the organization's Quality Management Systems, Policies and Procedures;
13. Assist in recruitment and retention of all staff members;
14. Provide information on benefits programs such as life, health, dental, pension plan, WSIB, short-term and long-term disability;
15. Assist in the education and compliance of staff with Matawa First Nations Management Human Resources Policy, Financial Policy, ISO Standards, and other policies related to Human Resources Management;
16. Assist in development of forms, letters, and support managers with onboarding;
17. Draft and revise employment contracts, letters of correspondence and other related documentations as required;
18. Provide guidance on Human Resources related issues or concerns;
19. Familiarity with ISO 9001 Quality Management Systems;
20. Perform other duties as requested;
21. Travel as required;

Organizational Responsibilities

As a representative of the Matawa Health Co-op, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission, and core values in his/her own work with enthusiasm and commitment;
- Acting in accordance with relevant legislation and organization policies and procedures;
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families, and communities;
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families, and communities;
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- Ensuring accuracy, confidentiality, and safekeeping of agency records;

Qualifications and Requirements

The incumbent must have proficient knowledge in the following areas:

1. Post-secondary diploma or degree in human resources or a combination of educational preparation and applicable experience preferred;
2. Minimum of 2 years of related human resources and supervisory work experiences;
3. Knowledge of Labour Relations Act, Human Rights legislation, Occupational Health and Safety Act, Employment Standards, and other related legislations;
4. Possess or working towards CHRP designation would be considered an asset;
5. An understanding of relevant government legislation, policies, and procedures;
6. Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate);
7. Knowledge of the Ojibway/Cree language would be considered an asset;
8. Understanding of issues and requirements related to information privacy and access and the confidentiality of personal information and records;
9. Excellent leadership, management, motivation, and problem-solving skills;
10. Ability to collect and analyze data, including familiarity with computer software;
11. Excellent organizational and planning skills;
12. Knowledge and understanding of Indigenous traditions and culture;
13. Ability to display and support Matawa Health Co-operative’s vision, mission, and goals in providing respectful and effective workplace;

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Must be willing to work in a team like setting;
- Must have excellent oral and written communication skills;
- Must have strong interpersonal and leadership skills;
- Maintain confidentiality;
- Cultural awareness and sensitivity;

WORKING CONDITIONS

Physical Demands

The Human Resources Coordinator will have to travel to the Matawa First Nation communities in diverse weather conditions. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. They may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Human Resources Coordinator may have to manage several projects at one time and may be interrupted frequently. The Human Resources Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The Human Resources Coordinator will have to manage several requests and projects at one time. They must be aware of Tribal Council business in the communities and all relevant legislation, policies and procedures. They may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.