MATAWA HEALTH
CO-OPERATIVE

Job Description

Human Resources Officer

QA#: MHC JOB 067 **Dept:** Matawa Health Co-Op **Issue Date**: September 18, 2024 **Rev Date:** November 26, 2024 **Approved**: ED

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-operative 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 Officer will work jointly with the other MHC Human Resources Officer and collaborate closely with MHC leadership and team members to support the organization's human resources needs. Additionally, they will work collaboratively with Matawa First Nations Management (MFNM) Human Resources Department.

SCOPE

The Matawa Health Co-operative is a First Nation Health Co-operative in Canada. Its purpose is to provide collaborative and accountable health services to its First Nation Matawa members. As a Co-operative, we aim to provide services that are responsive to the unique needs of each of our First Nations. MHC is flexible in how services are implemented, it must reflect the priorities, capacity and diversity of each First Nation.

The Human Resources Officer will work collaboratively with the MHC Human Resources team to support the continued development, implementation, and consistent application of human resources practices across the Co-operative. The position will provide general HR support in areas including recruitment, application processing, interviews, onboarding and orientation, employee departures, records management, and administration.

In addition to general HR responsibilities, the Human Resources Officer will take a lead role in workplace health and safety and staff policy education. This includes coordinating health and safety activities, supporting staff training and learning initiatives, presenting policy and workplace updates at all-staff meetings, and promoting employee awareness and understanding of MHC policies and procedures.

RESPONSIBILITIES

Recruitment

- Assist with developing job descriptions and ads that are responsive to the needs of MHC
- Assist with posting and advertisements of MHC job description and ads
- Support with reaching larger audiences (of potential candidates) with social media (e.g. Facebook, radio, advertisements, LinkedIn, Matawa community engagement)

Processing Applications & Interview Support

- Assist MHC Human Resources team with managing the email inbox
- Assist MHC Department Leads with processing and reviewing job applications received
- Assist with coordinating and scheduling interviews
- Assist with preparing necessary documents required for interviews (e.g. resumes/applications and interview questions)
- Support MHC Department Leads with conducting reference checks

On-Boarding of New Employees

- Work collaboratively with MHC Human Resources team, MHC Department Leads, and Executive Director with drafting written employment offers
- Coordinate, schedule, and facilitate onboarding/orientation dates for newly hired employees
- Assist MHC Human Resources team with ensuring that newly hired MHC employees have accurately completed their MHC new hire packages and necessary paperwork
- Collect necessary employee records and documents to input into new hire packages and/or employee personnel folders as needed (e.g. up-to-date copies of necessary certifications/registrations, driver's license, status card, vulnerable sectors check, TB skin test, vaccination records, emergency contact information)

Employee Departures

- Assist MHC Human Resources team and MHC Department Leads with completing necessary administrative forms (e.g. 1. MFNM Form 058- Notice of Termination and Final Employment Pay Authorization and 2. MFNM Form 059- Information Technology Resources and Service Access Form to terminate access)

Ongoing General Document Management

- Work collaboratively with MHC Human Resources team and MHC Department Leads to ensure that Matawa First Nations Management Human Resources and Payroll/Finance Departments are receiving necessary employee forms and documents in a timely fashion

Administrative Support & Duties

- Provide administration support as required; and will adhere to the organization's Quality Management Systems, Policies and Procedures
- Support the MHC Human Resources team with organizing and maintaining human resource files and confidential documents
- Support MHC with coordination and scheduling of HR related meetings and/or training

Workplace Health and Safety and Staff Education

- Take a lead role in coordinating MHC's workplace health and safety activities, training, inspections, documentation, and follow-up.
- Support the communication, implementation and consistent application of MHC policies and procedures.
- Present policy, human resources and health and safety updates at all-staff meetings.
- Maintain appropriate records of staff training, policy acknowledgements and health and safety activities.
- Identify policy or training gaps and work collaboratively with leadership and the Human Resources team to address them.

Organizational Responsibilities

- 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:

- Post-secondary diploma or degree in human resources or a combination of educational preparation and applicable experience preferred
- Minimum of 2 years of related human resources and supervisory work experiences
- Knowledge of Labour Relations Act, Human Rights legislation, Occupational Health and Safety Act, Employment Standards, and other related legislations
- Possesses or working towards CHRP designation would be considered an asset
- An understanding of relevant government legislation, policies, and procedures
- Knowledge of the Ojibway/Cree language would be considered an asset
- Understanding of issues and requirements related to information privacy and access and the confidentiality of personal information and records.
- Excellent leadership, public speaking skills, presentation and group-facilitation skills.

- Ability to collect and analyze data, including familiarity with computer software
- Excellent organizational and planning skills
- Must have a reliable personal vehicle and valid G-class Ontario driver's license with valid insurance
- Must submit a satisfactory Criminal Records Check/Vulnerable Sectors Check
- Knowledge and understanding of Indigenous traditions and culture
- 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 Officer 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 Officer may have to manage several projects at one time and may be interrupted frequently. The Human Resources Officer 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 Officer 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	Supervisor's Title
Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	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.