

# Human Resource/Health & Safety Coordinator

**Employer:** Thessalon First Nation

**Posted:** 12 months ago

**ES Job ID:** 3893

**Sector(s):** Other

**Closing Date:** March 20, 2023

**Location:** Thessalon

**Duration:** Full Time

## Job Description:

### Position Summary:

The Human Resource/Health & Safety Coordinator will be responsible for a broad range of human resources services for Thessalon First Nation. The Human Resource/Health & Safety Coordinator shall be responsible for but not limited to reviewing current Thessalon First Nation policies and making recommendations to the Chief & Council or designate, maintain and monitoring confidential employee files and documents, development of and monitoring health and safety programs, assisting with recruitment of employees, performance management and staff relations. The Human Resource/Health & Safety Coordinator will be the primary contact for all matters relating to compensation and benefits as well as tasked with investigating and resolving all matters pertaining to work place accidents, employee conflict, grievances, as well as complaints to discrimination and harassment. The Human Resources/Health & Safety Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Thessalon First nation, and contributes to the accomplishments of the strategic priorities.

### Major Responsibilities/Duties

- Coordination of human resource services and employee relations;
- Providing advise, supporting and collaborating with managers and directors;
- Supporting general human resources services including recruitment, selection, hiring and training;
- Developing and updating human resources policies and procedures;
- Supporting performance management and strategy;
- Assisting with attendance management, disability management;
- Coordination of TFN's employee benefits and pension plan;
- Promoting and ensuring a safe workplace environment;
- Act as the main Health & Safety resource person;
- Conduct Health & Safety meetings and provide training initiatives;
- Investigate incidents and accidents, providing necessary documentation and corrective actions;
- Perform other duties as may be required or assigned;

## Required Skills:

- Preferred University degree with CHRP or Minimum College Diploma in human resources;
- Minimum five (5) years human resources experience;
- Conflict resolution and workplace investigation skills;
- Initiative to set priorities and identify plan of action;
- Ability to work effectively with personnel;
- Demonstrated sensitivity to and knowledge of the First Nation culture values and traditions;
- Ability to use good judgement in assessing difficult situations. Ability to be consistent and display a positive/helpful attitude;



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- Flexibility required to keep pace with an ever-changing environment. Willingness to accept changes in work practices and technology;
- Ability to work under pressure and meet deadlines;
- Excellent organizational skills, time management skills, interpersonal and communication skills, both oral and written;
- Excellent computer skills (including MS Word, Excel, Internet, Email, Outlook);
- Valid Ontario Drivers License and access to a reliable vehicle;
- Provide a clear CPIC;

**How to Apply:**

Deadline date: March 20, 2023 @ noon

Interested Applicants are invited to submit their resume and cover letter to:

Mary Jane Wardell, Band manager, Thessalon First Nation  
In Person: 40 Sugarbush Road, Thessalon, ON  
By Email: [mjwardell.tfn@vianet.ca](mailto:mjwardell.tfn@vianet.ca)  
By Fax: 705-842-2332

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