

# Ka-Na-Chi-hih Healing Lodge

## Human Resources Manager

### SUMMARY

As a member of Ka-Na-Chi-Hih Healing Lodge, the **Human Resource Manager** is responsible for leading and managing the routine functions of the human resources department. The human resource department has many responsibilities; including expertise and guidance on organizational policies, new policy development, facilitating the investigation process which includes interviews and information gathering, summarizing findings, and providing informed consultation using legal resources and organization policies to senior leadership on decision making.

### DUTIES AND RESPONSIBILITIES

- **Develop and execute recruitment plans**, overseeing both external and internal hiring processes, including drafting job descriptions and ensuring fair, competitive compensation aligned with market benchmarks.
- Maintain the HRIS database to accurately manage employee records related to new hires, terminations, job changes, and compensation adjustments.
- Lead the Human Resources team by setting clear expectations, supporting career development, conducting regular supervision and performance evaluations, and fostering a culture of professionalism and continuous improvement.
- Ensure compliance with employment legislation, occupational health and safety regulations, and collective agreements.
- **Work closely with program and departmental leads** to evaluate workforce needs, identify gaps in service delivery or structure, and develop HR strategies and processes that support efficiency, compliance, and employee success.
- Draft, review, update, and implement HR policies, procedures, job descriptions, reports, proposals, correspondence, and other employment-related documentation.
- Coordinate internal job postings, transfers, layoffs, recalls, and related administrative processes.
- Support accurate and timely payroll processing in collaboration with payroll and finance teams.
- Provide coaching and guidance to employees and managers on HR policies, procedures, and workplace practices.
- **Respond to employee inquiries and concerns**; lead or support investigations into employee incidents, health and safety matters, workplace violence, or other issues, preparing reports and recommending corrective actions or disciplinary measures as appropriate.

- Lead initiatives to enhance **employee engagement, retention, workplace satisfaction, and safety, including conducting surveys and implementing action plans.**
- Develop, implement, and monitor accommodation and return-to-work plans that support diversity, inclusion, and safe reintegration following injury or illness.
- Participate actively in **grievance resolution** processes.
- Maintain thorough knowledge of **union collective agreements** and ensure their proper application.
- Prepare and present monthly reports, metrics, and statistics for organizational planning and compliance purposes.
- **Travel as required to all organizational locations (Timmins & Sioux Lookout)** to provide oversight, build trust, and foster collaboration.
- This position will be responsible for overseeing operations across all three locations: Thunder Bay, Timmins, and Sioux Lookout.
- Ensure strict confidentiality of all personnel, client, organizational records and information.
- Ability to perform related duties as assigned.

## ACCOUNTABILITY

The **Human Resources Manager** is under the day-to-day supervision of the **Director of Treatment Services** and accountable to the Chief Executive Officer.

## COMPETENCIES AND QUALIFICATIONS

### Education

- Post-secondary education, or equivalent experience, including but not limited to one of the following disciplines: Human Resources, Labour Relations, Business Administration, or related field.
- CHRL or CHRP designation preferred.

### Experience

- **3-5 years' experience in managerial position is required.**
- Extensive experience in MS Office platform (Excel, Word etc.).
- **Prior experience working in a unionized environment is required.**

### Requirements:

- Police records check and vulnerable sector screen.
- Fully vaccinated for COVID-19.
- Must possess a valid driver's licence and provide a current driver's abstract.
- Understanding of pertinent legislation both federal (e.g. Canada Labour Code, Canada Human Rights Code, PIPEDA) and provincial (e.g. Employment Standards Act,

Occupational Health & Safety Act, Ontario Human Rights Code) and business practices as they apply to human resources and contracting.

- Fluency in an Anishnaabe dialect (Cree, Ojibway or Oji-Cree) preferred.

Benefits:

- Flexible working hours, dental care, **HOOPP Pension Plan**, vision care.

Ka-Na-Chi-Hih Healing Lodge is committed to creating an inclusive, diverse, and accessible work environment. We welcome applications from individuals of all backgrounds and experiences.

Accommodations are available throughout the recruitment process upon request. Please contact HR at [jobs@kanachihih.ca](mailto:jobs@kanachihih.ca).