



The **Metis Child and Family Services Authority** is an incorporated entity with the responsibility to administer and manage child and family services delivery for Metis and Inuit people in Manitoba. The Authority exists to strengthen and support the health and well-being of Metis families and communities by ensuring the creation and development of Metis specific solutions that are responsive and sensitive to our collective history, experiences, culture and values.

Human Resources Manager

Competition # 2017003

Winnipeg, Manitoba

Full Time Permanent Position

\$61,959.00 - \$75,123.00 per annum

Reporting to the Chief Human Resources Officer, the Human Resources Manager oversees and manages all human resource functions to facilitate the Metis Child and Family Services System's mission and to provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce, including planning, employee/labour relations, compensation administration, recruitment and selection, policy development, performance management and job evaluations. The Human Resources Manager also participates actively on various joint committees to maintain ongoing positive relations between management and employees.

Listed below is a summary of the qualifications and responsibilities of the position; complete job descriptions will be available to the successful candidate.

Key Responsibilities:

- Policy Development;
- Human Resources Planning;
- Performance Management;
- Training and development;
- Recruitment and Selection;
- Benefits Administration;
- Compensation Administration;
- Investigations;
- Performing other duties as assigned/required

Education and Experience

- Post-secondary education in Human Resource Management, Business Administration, Labour Relations, and/or Employment Law
- Chartered Professional in Human Resources designation (CPHR) an asset
- Five or more years of experience in human resource management
- Two or more years working in an unionized and non-unionized environment
- Experience working with Metis and Inuit people.

Knowledge, Skills and Abilities

- Demonstrated understanding of Metis and Inuit culture and communities.
- Computer skills using Microsoft Outlook, Word and Excel.
- Ability to maintain highly sensitive and confidential information.
- Advanced leadership and managerial skills
- Excellent verbal and written communication skills
- Strong understanding of administrative and operational principles and practices
- Proven negotiation and conflict resolution skills
- A strong diplomatic leader with proven mediation skills
- Demonstrated change management and employee engagement skills
- Ability to evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.
- Working knowledge the Labour Relations Act, Human Rights Code, Employment Standards Act, Employment Equity Legislation, Workplace Safety and Health Act, and Worker's Compensation Legislation
- Knowledge/experience in Child and Family Services is an asset
- An acceptable Child Abuse Registry Check, Prior Contact Check and Criminal Records Check
- Access to a vehicle and possession of a valid Manitoba driver's license as travel may/will be required

Prior to commencing employment the successful applicant will be asked to provide satisfactory results of a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check and Prior Contact Check. In light of long processing times for these checks we encourage applicants to apply early, as this will reduce wait times to begin employment.

Deadline for applications: 4:30 p.m. March 23, 2017

We thank all who apply however only those selected for an interview will be contacted.

Preference will be given to Metis and Inuit applicants.

[Click Here to Apply](#)