



JOB TITLE: Human Resources Coordinator

REPORTS TO: Health Director
POSTED: March 3, 2025

STATUS: Full-time
DEADLINE: March 28, 2025

The James Smith Health Clinic (JSHC) is seeking a Human Resources Coordinator to support our clinic's operations. The ideal candidate will be responsible for managing HR functions, including recruitment, employee relations, policy implementation and adherence and ensuring a positive and culturally responsive workplace. At JSHC, our mission is to foster a collaborative, respectful and supportive work environment that upholds our commitment to providing high-quality, holistic healthcare services to the members of James Smith Cree Nation (JSCN).

POSITION OVERVIEW

The Human Resources Coordinator will oversee all aspects of human resources, including recruitment, training, employee relations, policy development and compliance. They will work closely with clinic leadership, health professionals and administrative staff to ensure that HR functions align with JSHC's mission and Indigenous governance principles.

REPORTING STRUCTURE

The Human Resources Coordinator reports to the Health Director and works closely with key team members to ensure smooth HR operations. This includes collaborating with the Finance Director for payroll and benefits administration, the Administrative Staff for HR policies and employee relations, and the Nurse in Charge & Health Program Leads for recruitment, training and employee support. Additionally, they may need to provide updates to the Health Committee & Health Portfolio Councillors as needed.

DUTIES AND RESPONSIBILITIES:

Human Resources Leadership & Management

- Develop and implement HR policies that align with JSCN governance, JSHC's mission and employment laws.
- Provide HR leadership and guidance to clinic leadership and staff, ensuring a supportive and positive workplace culture.
- Support leadership in strategic workforce planning to meet the health clinic's staffing needs.

Recruitment & Health Clinic Development

- Lead the recruitment for healthcare professionals, administrative staff and support roles while ensuring staffing levels align with budget constraints and operational needs to maintain the clinic's daily functions effectively.
- Develop recruitment and retention strategies that prioritize culturally competent and qualified candidates.
- Oversee training and orientation programs, ensuring new hires receive cultural training and policy briefings.

Employee & Workplace Culture

- Act as a point of contact for employees, addressing concerns and workplace conflicts.
- Foster a positive, inclusive and culturally safe work environment.
- Implement workplace wellness initiatives, including mental health support for staff.
- Able to maintain a high level of confidentiality.

Compliance & HR Policy Development

- Ensure HR policies comply JSCN policies and governance, as well as external health and labour policies and laws.
- Maintain and update HR policies, employee handbooks, and standard operating procedures.
- Oversee workplace health and safety programs, ensuring compliance with Occupational Health & Safety regulations.

Compensation, Benefits & Payroll Support

- Assist in payroll administration, ensuring accurate records and compliance with payroll policies.
- Administer employee benefits programs, including pension plans, health coverage and wellness initiatives.
- Monitor and evaluate employee compensation structures to maintain competitive wages.

Training & Professional Development

- Develop and coordinate staff training programs, including workplace safety, cultural competency, and professional development.
- Organize workshops and career development sessions for clinic staff.
- Support leadership in performance evaluations, goal setting and career growth planning.

EDUCATION & QUALIFICATIONS

The ideal candidate embraces leadership and a thoughtful approach to human resource management, strategic planning and workforce development.

Education & Experience:

- Diploma or degree in Human Resources, Business Administration, or a related HR field.
- Minimum 3-5 years of HR experience, preferably in healthcare, First Nations governance or non-profit organizations.
- Knowledge of First Nations employment structures, labour standards, and HR best practices.

Skills & Attributes:

- Strong knowledge of recruitment, payroll, labour standards and HR administration.
- Excellent communication, conflict resolution and leadership skills.
- Ability to work collaboratively with leadership, healthcare staff and community members.
- Proficiency in the use or development of HR software, Microsoft Office Suite and payroll systems.

Additional Considerations:

- Knowledge of Indigenous culture, traditions and governance structures is an asset.
- Fluency in Cree or experience working with Cree-speaking employees is an asset.
- Must provide a clear Criminal Record Check and Vulnerable Sector Screening.
- Valid Class 5 Driver's License and ability to travel when required.
- Experience working on a First Nation is an asset.

WORKING CONDITIONS

- Travel to other related locations may be required.
- Respond to after-hours and emergency HR-related calls.
- Required to work some non-standard hours to attend meetings and events.

BENEFITS

- Pension
- Dental care
- Extended health benefits

HOW TO APPLY:

Please send resume and cover letter including references attention to:

Kendra McKay, NP RSW - Nurse in Charge/Interim Health Director

Email: kendra@jshc.ca Fax: (306) 864-3457 or drop off in-person at James Smith Health Clinic.

** Only those selected for interview will be contacted**