



Peter Ballantyne Cree Nation

Health Services Inc.

CAREER OPPORTUNITY

JOB TITLE: Human Resource Manager
STATUS: Indefinite – Full Time
LOCATION: Prince Albert, Sask.
CLOSING DATE: *Thursday, February 19, 2026*

Peter Ballantyne Cree Nation Health Services is an incorporated non-profit First Nations health organization delivering programs and services in the northern communities of Pelican Narrows, Deschambault Lake, Southend and Sturgeon Landing.

Position Overview and Responsibilities

The Human Resource Manager is a senior level management position that provides leadership and performs a broad range of duties supporting the overall human resource management and operations of PBCN Health Services. PBCN Health Services has one Human Resource position for the organization and supports over 150 positions in seven of the Peter Ballantyne Cree Nation communities.

Reporting directly to the Executive Director and working as part of the Senior Management team, the Human Resource Manager will consult, plan, advise, develop, implement and coordinate all aspects of the organization's Human Resource functions including:

- Personnel policy and procedure development, review and coordination;
- Performance management including preparation for and making recommendations on hiring, promotions, discipline and termination;
- Recruitment, Selection and Retention Plans;
- Manage Employee and Labour Relations;
- Training and Development;
- Health and Safety;
- Compensation and Benefits.

Qualifications

- Preference will be given to those candidates with a Degree majoring in Human Resource Management or related area of study.
- A post-secondary diploma specializing in Human Resource Management from a recognized College or University with 5 years relevant experience may be considered.
- The CHRP designation is an asset
- Must have a minimum of 3 years' senior management experience within the human resource field with extensive experience in policy, procedure and job description development, hiring and performance management and managing employee and labour relations
- Knowledge of current employment law, with a strong commitment to diversity management
- Self-motivated and able to work independently
- Experience working with a First Nations health organization is desirable
- Ability to speak Cree is an asset;
- Current Satisfactory Criminal Record Clearance & Vulnerable Sector Check;
- Must have a valid Class 5 driver's license as extensive travel is required

PBCNHS offers a comprehensive salary and benefits package such as Extended Health Care and Pension.

For further Information and to Apply

Please send resumes and cover letters with 3 professional references to:

humanresources@pbcnhs.ca

P.O. Box 339, Prince Albert, Saskatchewan S6V 5R7

Telephone: (306) 953-4425 **Fax:** (306) 953-0899

*** Only qualified individuals being considered will be contacted for an interview.**



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www.pbcnhealthservices.org