



2-SPIRITED PEOPLE OF THE 1st NATIONS



ESHKINIIGJIK NAANDWECHIGEGAMIG AABIISH GAA BINJIBAAYING

FULL TIME CONTRACT EMPLOYMENT OPPORTUNITY

2-Spirited People of the 1st Nations provides prevention, education and support for Two-spirit, including First Nations, Métis and Inuit living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong, healthy and independent Two-spirit community in Toronto where HIV infections are rare and Two-spirit people live with pride in their Indigenous heritage.

Human Resource Manager

Position: Human Resource Manager

Status: Full-time, Contract

Hours: 35 hours/week

Salary: \$70,000 Benefits included

Date Posted: November 21st, 2022

Closing Date: January 9th, 2023

Position Description:

This is a shared position between 2-Spirited People of the 1st Nations and Eshkiniigjik Naandwechigegamig – A place for healing our youth Aabiish Gaa Binjibaaying? – Where did we come from? -Youth Program (ENAGB), with 2.5 days a week at each location. The Human Resource Manager will provide support to the Executive Director, Director, Management, and team on human resource related tasks. This position will develop and manage policies and

programs in the areas of recruitment, benefits, compensation, training, morale, health & safety, employee and labor regulations for both employees and the organization.

Essential Duties and Responsibilities:

- Embody anti-racist, anti-oppressive, equity-seeking practice in all aspects of work, including with participants, community members, committee members, 2-Spirits staff, stakeholders, networks, and others.
- The position requires respect for, and expertise working with people who face barriers to housing, and/or who experience one or many of the following: mental and physical health challenges, substance use, trauma, social isolation, immigration, unemployment /underemployment and history with the criminal justice system.
- The position requires someone who has demonstrated experience and skills being personable, dynamic and creative in their work with clients, co-workers, supervisors, and external stakeholders.
- Manage new employee onboarding and offboarding and ensuring the completion of appropriate paperwork and timely entry into our employee management system
- Ensure Occupational Health and Safety and Workplace, Safety and Insurance Act Compliance. Conduct Accident Investigations and conduct safety campaigns and inspections.
- Manage all WSIB claims and return to work programs and accommodations.
- Ensure equal employment opportunity compliance. Administer affirmative action. Handle discrimination and harassment complaints. Hear employee concerns and complaints.
- Support the development and execution of strategies that are aligned with HR best practices.
- Proactively identify gaps, propose solutions, and implement changes with a focus on recruitment, retention, operational excellence.
- Work with leaders and leadership teams to further cultivate an inclusive, innovative, empowering and engaging culture across the organization; actively building both short and long-term plans to engage and prepare the workforce for the future.
- Participate in the development of the strategic and operational plans and policies and procedures for the 2 Spirited People of the 1st Nations and ENAGB agency with consideration given to the broader standards.
- Other duties as required.

Qualifications:

- Post-secondary education in a related field. (i.e. Human Resource Management, or Business Administration) with 2+ years of experience in a related position. Alternatively, equivalent combination of relevant education in a related field and experience working with the Indigenous community may be considered.
- Current successful strategic and operational human resources experience ideally obtained in a not-for-profit, unionized environment.

- Ability to take initiative, adapt and prioritize effectively a changing work environment is essential to success in this role.
- Ability to role-model creativity, courage, values, innovation, and ability to translate HR data into critical business insights.
- Thrive in and nurture an inclusive, supportive & creative environment with a strong focus on exceptional business delivery.
- Demonstrated experience in leading and supporting a variety of human resources initiatives, recruitment and retention programs in a highly unionized workplace
- Exceptional communicator and facilitator
- Demonstrated critical thinking and ability to apply principles and best practices within the appropriate context
- Proven track record in building strong relationships, fostering trust and promoting collaboration with all levels
- Ability to understand the organization and take a systems perspective
- Experience working in harm reduction, crisis response and community/non-profit setting is an asset
- Excellent communication and interpersonal skills.
- Proficient with Microsoft Office and Zoom. Experience using Google Docs/forms/sheets an asset.
- Must be fluent in English: fluency in an Indigenous language and/or French language is an asset.
- Must be fully vaccinated as defined by Ontario Public Health.

To be considered for this position, you must be passionate about the work we do, and share our organizational values. 2-Spirited People of the 1st Nations honours the lived experiences of Indigenous people and will take lived experience in consideration when determining the level of individual qualification. Please submit your resume and cover letter saved in the following format: **firstname.lastname (ie. John.Smith) to Human Resources, humanresources@2spirits.org with ATTN: HUMANRESOURCE** in the subject line of your email by the closing date.

2-Spirited People of the 1st Nations is an equal opportunity employer, **Indigenous people including Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.** If you are contacted for an interview and require accommodation appropriate arrangements will be made to assist you through this process. We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

Closing Date: January 9th, 2023

Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.