



An Affiliate of the Métis Nation of Alberta

Box 548 17339 Victoria Trail

Smoky Lake, AB T0A 3C0

1-780-656-2229

metiscrossing@metis.org

metiscrossing.org

Human Resources Generalist

Location: Métis Crossing, Smoky Lake, AB (On site when restrictions lift)

Closing Date: November 10, 2021

Position Status: Full time, Permanent

The Opportunity

Métis Crossing is the first major Métis cultural destination in Alberta. In 2019, the new 11,000 square foot Cultural Gathering Centre was completed – a unique combination of historic and contemporary craftsmanship. With this new facility, we have become a year-round destination offering experiences that share and celebrate Alberta's Métis. Currently, Métis Crossing is undertaking the construction of a 40 rooms boutique lodge. We have an aggressive business strategy to become a leader in Alberta's Indigenous tourism sector.

Reporting to the Chief Executive Officer (CEO), the Human Resources Generalist will oversee the human resource functions at Métis Crossing. The successful candidate will assist with the development of human resources policies, advise employees and leadership on the interpretation of human resources policies, compensation, and benefit programs, and monitor human resources related documentation to ensure accuracy, consistency and relevance to business processes. The Human Resources Generalist must possess a degree or diploma in a related field and Certified Human Resources Professional (CHRP).

Key Responsibilities

- Contribute to the development of human resources policies, compensation, and benefits programs.
- Lead the recruitment process in support of operations including job postings, screening, interviewing, reference checks, and on-boarding.
- Support with orientations and training sessions as required.
- Take the lead with human resources related grant applications and administration.
- Responsible for disability management.
- Participate in the employee performance review process. Support Métis Crossing leadership with employee performance review action plans.
- Engage in regular, structured discussions with employees in order to encourage and improve individual employee performance and attain organizational objectives.

- Serve as a link between leadership and employees by handling questions and helping resolve work-related problems.
- Draft memoranda, correspondence, reports, proposals, job descriptions, and other employment documentation.
- Participate in the recommendation of ethical solutions to the organization's leadership by analyzing the variety of issues and options to ensure responsible corporate governance and manage risk.
- Maintain accurate, up-to-date, and complete personnel records.
- Stay abreast on compliance requirements and industry best practices; recommend changes or modifications to existing policies and programs to remain in compliance; and adopt best practices where feasible.
- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders.
- Develop health, safety, and wellness policies, procedures, roles and responsibilities for leaders and employees, and ensure compliance through training, monitoring, and providing appropriate safeguards and disability management.
- Promote engagement, commitment, and motivation of employees by developing, implementing, and evaluating innovative strategies to enhance productivity, morale, and culture.
- Implement employee/personnel programs, including skills development training, employee engagement, and health and safety programs.
- Other duties as assigned.

Skills & Competencies

- Excellent communication and interpersonal skills; ability to effectively communicate both verbally and in writing with applicants, co-workers, and external stakeholders.
- Strong interpersonal skills and ability to build collaborative relationships with leadership, employees, and other stakeholders.
- Strong political and cultural sensitivity.
- High level of integrity and professionalism.
- Ability to work individually, as well as part of a team.
- Experience working with diverse teams of varying cultural backgrounds and ages.
- Strong organizational skills and attention to detail.
- High level of proficiency in Microsoft Office Suite.
- Thorough understanding of human resources practices, theories, and policies.
- Strong knowledge of applicable employment and health and safety legislation, and a high level of commitment to health and safety standards.
- Experience with Human Resources Information Systems.
- Excellent analytical, decision-making, and problem-solving skills; demonstrated experience in conflict management.
- Demonstrated ability to effectively manage and prioritize requests, multi-task, and meet tight deadlines and demands of unpredictable activities; capable of handling pressure and challenges in a dynamic business environment.

- Ability to maintain a high level of confidentiality in all interactions. Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- Knowledge of Alberta history and cultural diversity.
- Knowledge of Métis culture, history, and issues affecting Métis people.

Qualifications

- Post-secondary baccalaureate degree in a related field or equivalent work experience.
- Minimum five years human resources experience.
- Must have Chartered Professional in Human Resources (CPHR) designation or in progress.

Other Requirements

- Métis Crossing is located in Smoky Lake; this position will become based on site.
- Ability to work a flexible schedule of days, evenings, and weekends.
- Ability to travel throughout AB, on occasion.
- Must have a Class 5 Driver's license and reliable transportation.
- Must provide Criminal Record Check and Vulnerable Sector Check.

What we Offer

- The opportunity to work with an Indigenous organization and be part of an exciting journey towards self-governance.
- The opportunity to contribute to one of Alberta's most exciting tourism destinations in the making.
- Learnings about Métis history and culture, and a rich Indigenous cultural experience.
- Personal development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- Three (3) weeks paid vacation.

Please apply online at <http://albertametis.com/>.

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.