



# Tseshaht First Nation Employment Opportunity

## HUMAN RESOURCE ADVISOR

The Tseshaht First Nation Administration Office is now accepting applications for the position of **Human Resource Advisor**. The job is based out of Port Alberni, BC on beautiful Vancouver Island.

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### POSITION SUMMARY

As a Human Resource (HR) Advisor you will play a crucial role in providing guidance and support to both management and employees on a wide range of HR matters. Your main responsibility will be to ensure that our workforce is well-equipped, motivated, and engaged, which will contribute to the success of our business.

### PRIMARY/CORE RESPONSIBILITIES

Performs all duties and responsibilities in accordance with Tseshaht and program specific policies, standards, practices, and procedures, as directed by the Executive Director:

- Serve as a trusted advisor and point of contact for managers and employees on all HR-related matters.
- Provide guidance and support on employee relations issues, including performance management, disciplinary actions, and conflict resolution.
- Assist with the development and implementation of HR policies and procedures to ensure compliance with legal requirements and best practices.
- Create and revise position descriptions.
- Coordinate recruitment efforts, including job posting, candidate screening, interviewing, and onboarding.
- Be the contact point for resumes, organizing and preparing materials for the HR Advisory committee, inclusive of meeting kits, and minute taking at HR Meetings.
- Manage employee benefits programs and assist employees with any benefit inquiries or issues.
- Assist in the development and delivery of training programs to enhance employee skills and knowledge.
- Ensure any additions to staff members file are added the Maintain employee record, which requires communication with the Payroll department.
- Stay up-to-date with changes in employment law and industry trends to ensure compliance and provide proactive advice to stakeholders.

### QUALIFICATIONS

#### *Training, Education and Experience*

- Diploma in Human Resources or related field.
- Proven experience as an HR Generalist or similar role.
- Strong knowledge of HR policies, procedures, laws, and regulations.
- Excellent interpersonal and communication skills with a high level of professionalism.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving skills with the ability to make sound decisions based on analysis and judgment.

### Hiring organization

Tseshaht First Nation

### Employment Type

Full time

### Job Location

5091 Tsuma-as Dr.,  
Port Alberni, BC, V9Y 8X9

### Working Hours

75 hours bi-weekly

### Wage Range

Competitive Salary package

### Date Posted

September 22, 2023

### Closing Date

October 6, 2023

### ***Knowledge, Skills and Abilities***

- Knowledge of Tseshaht community and culture is an asset.
- Well-developed time management and organizational skills; able to plan, implement, follow up and trouble-shoot on numerous tasks of varying degrees of complexity and importance—including under stressful or challenging circumstances.
- Demonstrated leadership skills; able to foster a team approach, be flexible and adaptable to working effectively with TFN Departments.
- Good verbal and written communication skills.

### **HOW TO APPLY**

Submit a cover letter, resume and three (3) current references to:

Tseshaht First Nation, Attention: Vicky White, Executive Director  
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or  
by email: [apply@tseshaht.com](mailto:apply@tseshaht.com)