



Tseshahat First Nation Employment Opportunity

HUMAN RESOURCE ADVISOR

The Tseshahat 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.

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 providing services to our members.

PRIMARY/CORE RESPONSIBILITIES

Performs all duties and responsibilities in accordance with Tseshahat 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.
- 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

Tseshahat 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

\$31-34

Date Posted

November 6, 2023

Closing Date

November 21, 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