



ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0

TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Employee Relations Coordinator **Wage:** Dependent on Experience
Department: Human Resource Department **Term:** 1 year-Potential for Permanent Full Time

Posting Date: January 9, 2018 **Closing Date:** January 23, 2018

SUMMARY:

Employee Relations Coordinator carries out responsibilities in the following functional areas; department development, employee relations, training and development, benefits, compensation, organizational development and employment. The Employee Relations Coordinator will administer human resources policies, procedures and programs in consult with Supervisor. The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.

QUALIFICATIONS:

1. Ontario Secondary School Diploma or GED;
2. Minimum College certificate in Human Resource Management with 1 year working experience in a human resource capacity, **OR;** willingness to obtain College certificate in Human Resource Management through on-line learning and must have minimum of five (5) consecutive years of employment;
3. Ability to facilitate group information sessions;
4. Specialized training in employment law, compensation, organizational planning and development, employee relations, safety, training & development, and labor relations, is an asset.

CONDITIONS OF EMPLOYMENT:

1. The successful candidate will submit a VS-CPIC within (1) year, prior to starting employment, at own expense.
2. Must be a Registered member of Oneida Nation of the Thames;
3. Must be in good standing with Employment & Training program, must have Social Insurance Number.

REQUIREMENTS:

1. Cover letter, resume, three (3) recent Supervisor references (names and telephone numbers only);

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. **Only those selected for an interview will be contacted.**
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”