



The **Metis Child and Family Services Authority** is an incorporated entity with the responsibility to administer and manage child and family services delivery for Metis and Inuit people in Manitoba. The Authority exists to strengthen and support the health and well-being of Metis families and communities by ensuring the creation and development of Metis specific solutions that are responsive and sensitive to our collective history, experiences, culture and values.

Human Resources Advisor

Competition # 2017007

Winnipeg, Manitoba

Full Time Permanent Position

\$50,328.00 - \$60,635.00 per annum

Reporting to the Human Resources Manager, the Human Resources Advisor is responsible for providing a broad array of administrative support to the Human Resources Manager such as developing and implementing policies, programs, and procedures regarding human resource planning, recruitment, collective bargaining, training and development, and occupation classification.

The Human Resources Advisor will take part in conducting workplace investigations and provide support in handling workplace complaints and grievances. In addition, the Human Resources Advisor is responsible for developing and coordinating employment programs, salary compensation and job evaluations, promotions, and education and training programs. Other duties consist of administering Collective Agreements, ensuring compliance with legislated requirements, and communicating and clarifying policies and procedures.

As the ideal candidate for this role, you have 2-3 years human resources experience with 2 years' experience within a unionized environment. You have completed post-secondary education in human resources management. Advanced knowledge of Microsoft office is required, specifically Excel, Word, Access, Powerpoint and Outlook. You are also well versed in the Labour Relations Act, Human Rights Code, Employment Standards Act, Employment Equity Legislation, Workplace Safety and Health Act and Worker's Compensation Legislation.

Prior to commencing employment the successful applicant will be asked to provide satisfactory results of a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check and Prior Contact Check. In light of long processing times for these checks we encourage applicants to apply early, as this will reduce wait times to begin employment.

Preference will be given to qualified Metis and Inuit applicants - qualified applicants are encouraged to self-identify on their cover letter. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Deadline for applications is **May 10, 2017 at 8:30 am**. Please note, only applications submitted through our online application form will be accepted.

[Click here to apply](#)

The Metis Child and Family Services Authority thanks all applicants for their interest, however only those applicants selected for an interview will be contacted.