

FIRST NATION OF NA CHO NYAK DUN (FNNND)

IDENTIFICATION: Human Resources Technician
DEPARTMENT: Human Resources and Capacity
SUPERVISOR:
DATE: November 2023
STATUS: Regular Indeterminate
CLASSIFICATION: Level 6

Job Summary

The Human Resources Technician supports the operation of the Human Resources Department through providing a diverse range of Human Resources administrative support services including Benefits Administration, processing claims for Disability and WorkSafe, supporting the Recruitment Function and the new employee orientation process.

Main Responsibilities

1. Benefits Administration:
 - Develops positive working relationships with the Benefits Administrative Contacts.
 - Provides advice on all FNNND benefits plans.
 - Processes applications for benefits respecting new employees and changes for existing employees.
 - Ensures that departing employees are removed from the system in a timely manner.
 - Coordinates benefits distribution on the death of an employee, including assisting with pension related issues.
 - Prepares benefit information packages for new employees.
 - Arranges for representatives of the Benefits Administrator to deliver information sessions on site.
 - Advises on applications for various types of Leaves including, Vacation, Sick, special, etc.
 - Works with the Department of Finance to produce absence reports on a quarterly basis.

2. Recruitment (Casuals and general recruitment support)
 - Coordinates the Casual recruitment process, including interviewing potential casual employees with the appropriate supervisor.
 - Prepares and processes Casual hire letters including submitting appropriate documentation to Payroll.
 - Assists FNNND Citizens with writing cover letters and resumes.
 - Submits employment ads for appropriate media and IT for processing.
 - Supports the FNNND commitment to employment equity.
 - Prepares information packages for candidates who are interviewed from outside of the FNNND.

- Prepares statistical reports as required.
3. Health, Wellness and Safety:
- Supports the Health and Safety Committee by attending meetings and recording proceedings.
 - Ensures that investigations are conducted on all incident reports.
 - Processes claims for WorkSafe BC and maintains liaison with appropriate WorkSafe Technicians.
 - Processes claims for Disability Benefits.
 - In consultation with Department Supervisor, develops return to work plans for re-integration into the workplace, monitors progress.
 - Works with the Health and Safety Committee to schedule workplace inspections as applicable.
 - Provides guidance with respect to the Employee Assistance program.
4. Employee Relations
- Develops positive working relationships throughout all levels of the FNNND.
 - Advises the Director of issues that need attention.
 - Maintains a high level of confidentiality.
 - Maintains objectivity when dealing with employee issues.
5. General Administration
- Responds to general enquiries respecting HR processes and procedures.
 - Sets up and maintains employee files, including keeping the filing up to date; this includes electronic filing.
 - Maintains job description and recruitment files.
 - Ensures that checklists related to the hiring, termination and hiring processes are completed in a timely manner.
 - In consultation with the Director, coordinates and schedules training programs as required.
 - Performs other administrative support duties as required.
 - In conjunction with the Department of Finance, ensures that invoices are processed in a timely manner.
 - Creates formats for documents using current technology.
 - Performs research functions as required.
6. Other duties as required.
- The incumbent may be required to participate in special projects as necessary.

Qualifications

Education and Experience:

- Post-Secondary degree, diploma or certificate in Business Administration or equivalent.
- Chartered Professionals in Human Resources (CPHR) Designation and/ or Certification in Benefits Administration with an emphasis on insurances and pensions an asset.
- Two years working experience in Human Resources Assistant capacity and/ or Benefits Administration preferable.
- Experience working within a First Nations or government environment an asset.
- Equivalent combinations of education and experience will be considered.

Knowledge, Skills and Abilities

- Excellent verbal and communications skills.
- Exemplary interpersonal skills are required including relationship management, trust building and the ability to display tact and courtesy at all times.
- Demonstrated empathy skills and the ability to demonstrate cultural sensitivity are essential.
- Knowledge of employment equity principles.
- Ability to maintain a high level of confidentiality at all times.
- Being self-motivated, proactive, accountable, and detail oriented.
- Ability to work independently as well as in a team environment.
- Knowledge of FNNND history, culture, demographics, goals and aspirations.

Decision Making

In consultation with the HR Adviser, the incumbent makes decisions respecting referrals of casual applicants to supervisors. The incumbent makes decisions based on interpretation of the HR policies and procedures and occasionally the financial policies and procedures. The incumbent must follow WorkSafe timelines when processing claims.

Impact/ Accountability

Errors made in processing benefit enrolment applications may result in employees not being enrolled in a timely manner or delays in processing payments. The inability to process WCB claims according to WorkSafe timelines may result in refusal of claims thus causing inconvenience for the employee and embarrassment to FNNND. Lack of objectivity can result in poor employee/ citizen relations.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply
Director of Human Resources and Capacity	To receive direction, exchange information, give advice on programs, recommend changes and assist with

	planning.
Executive Director/ Council	May be required to exchange information and consult with as directed.
Staff	To provide information and coordinate efforts.
Federal, YTG, Private Business Sector and Industry	May be required to exchange information and consult with as directed.
FNNND Citizens	To communicate information and coordinate efforts.

Positions Supervised

None.

Working Conditions

Work Environment: The work is performed in a standard office environment. The community is situated in an isolated location at least a five-hour drive from a major Centre.

Special Working Conditions: The position is in a small community where everybody knows everybody, and many people are related to each other. The ability to maintain a high level of confidentiality and objectivity is essential. Some travel by vehicle is required.

Physical Demands: There are no unusual physical demands.

Mental or Emotional Demands: Dealing with close family members or relatives can be stressful. There are numerous tight timelines.

Conditions of Employment

- Valid Class 5 Driver's License and Drivers Abstract
- Criminal Record Check



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-24-801-41

Position: HUMAN RESOURCES TECHNICIAN

Department: Human Resources and Capacity

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: January 24, 2024

Closing Date: February 7, 2024

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

If you are interested in a future career in Human Resources, this position is a good starting point to gain knowledge of the various functions within the Human Resources profession. Reporting to the Director of Human Resources and Capacity, you will support the operation of the Human Resources Department through providing a diverse range of Human Resources technical services. Your focus will be Benefits Administration. The position involves processing WorkSafe Yukon claims and providing administrative support for the recruitment function. You will support the Workplace committee by attending meetings and recording proceedings. You will also assist Citizens with creating resumes and cover letters for job applications.

THE PERSON

We are looking for someone who is willing to learn, is detail oriented and can maintain an extremely high level of confidentiality both on and off the job. Your ability to remain objective when dealing with family members, relatives and personal friends will be key to your success in this position. You must be able to separate personal issues from your performance at work. You bring the ability to develop positive working relationships throughout all levels of NND and with the community at large.

QUALIFICATIONS

Education is normally acquired through a Diploma in Business Administration, Human Resources or an equivalent combination of education and experience. The First Nation of Nacho Nyak Dun will support you in achieving your Certified Employee Benefits Specialist designation.

We are looking for someone who has at least two years of experience in a Human Resources Assistant and/or and Administrative Assistant role with an emphasis on employee relations. Experience working within a First Nations environment is necessary.

ANNUAL SALARY RANGE: \$ 64, 920.00 - \$ 85, 608.00 Annually [\$ 33.18 - \$ 43.75 /hr]
The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Karen Clark-Marlow
Director, Human Resources and Capacity
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hrd@nndfn.com
Phone: 867-996-2265 ext. 203

Please note: In order for your application to be considered you must be a resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.