

Whitefish River First Nation



HUMAN RESOURCES MANAGER

EMPLOYMENT OPPORTUNITY

Term: Full-time

Salary Range: \$77,600 - \$92,660 (Depending on education and experience)

+ In addition to a competitive salary, we offer a comprehensive benefits package, including group benefits, pensions, and more!

About Us

Whitefish River First Nation is a vibrant and close-knit community committed to strengthening its governance, culture, and people. They are dedicated to fostering a respectful, inclusive, and culturally grounded workplace that supports the well-being of their community/band members and employees.

Position Summary:

The Human Resources Manager provides strategic leadership and operational oversight of all human resources functions for the Whitefish River First Nation. This role is responsible for developing, implementing, and administering human resource policies, programs, and services that align with the Nation's strategic priorities, governance framework, and cultural values. The Human Resources Manager serves as a trusted advisor to the Band Manager, Chief and Council, senior leadership, and staff, ensuring that all HR practices foster a respectful, inclusive, and culturally grounded workplace while maintaining compliance with applicable organization policies, legislation, and funding requirements.

Key Responsibilities:

- Develop, implement, and maintain HR policies, procedures, and practices.
- Lead recruitment, onboarding, and retention initiatives.
- Provide guidance to leadership on employee relations and performance management.
- Ensure compliance with all applicable federal legislations, occupational health and safety standards, and funding agency requirements.
- Manage departmental budgets and prepare annual work plans.
- Prepare and present HR reports, metrics, and analytics to the Band Manager, leadership, and other funding bodies.
- Oversee the benefits administration and HR records management systems.
- Identify organizational training needs and coordinate professional development initiatives organization-wide.
- Foster a positive, culturally respectful workplace environment.
- Manage workplace investigations and conflict resolution processes.
- Collaborate with leadership to align HR strategy with community goals.
- Promote diversity, inclusion, and cultural awareness across the organization.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related discipline.
- CHRP or CPHR Professional designation is preferred or willingness to obtain.
- Minimum of five (5) years of progressive HR senior management experience, preferably within a First Nation/organization, public sector, or not-for-profit environment.
- Demonstrated knowledge of human resources management principles and practices.
- Strong understanding of First Nations governance, community dynamics, and cultural frameworks.
- Knowledge of applicable employment legislation and regulatory requirements.
- Experience working within funding agreements and reporting structures is considered an asset.

Core Competencies:

- Strategic thinking and strong leadership.
- Exceptional interpersonal, mediation, and conflict-resolution skills.
- High level of cultural competency, sensitivity, and ethical judgment.
- Strong communication, facilitation, and relationship-building skills.
- Ability to manage confidential information with integrity and discretion.
- Sound organizational, analytical, and decision-making abilities.
- Ability to maintain confidentiality and exercise sound judgment.

Must provide a clear Police Criminal Reference Check (CRC) upon hire.
For a complete job description, please email: hrmanager@whitefishriver.ca

Application Closing Date: June 5th, 2026, at Noon

Interested applicants must submit a current resume, cover letter, two (2) work-related references, one (1) character reference (with contact information), and applicable education diplomas/certifications to:

CONFIDENTIAL: HUMAN RESOURCES MANAGER

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: jobapplications@whitefishriver.ca Fax: (705)285-4532

Miigwetch (Thank You) to all who apply; however, only those applicants selected for an interview will be contacted.