



Human Resources Consultant

Reporting to the Human Resources Manager

(1 Year Contract - Potential for Permanent Status)

Administration Department

3-YEAR CONTRACT
(Pending funding)
FULL-TIME @ 35 HOURS
PER WEEK

Normal Work Hours:
Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

Salary:
Start Rate - **\$33.59 to**
\$36.42 per hour*

*While Alderville First Nation Salary Grid will apply – **start rate will be commensurate with experience.**

Benefits:

- ☑ Paid Vacation!
- ☑ Paid time off over Holiday Shutdown!
- ☑ 14 Statutory Holidays!
- ☑ Paid Sick Leave!
- ☑ Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- ☑ Pension Plan with Employer Match!

JOB SUMMARY:

The **Human Resources Consultant** provides professional, employee-focused human resources support across Alderville First Nation. Reporting to the Manager of Human Resources, the Consultant assists in the delivery of HR programs, services, and processes, including employee relations, recruitment and onboarding, HR administration, training and development, health and safety, benefits administration, employee records management, HRIS administration (upon implementation), policy implementation, and employee engagement.

Serving as a primary resource for employees and managers on routine HR matters, the Consultant supports the Manager through research, documentation, coordination, reporting, and the implementation of HR initiatives. The role requires sound judgment, discretion, cultural awareness, strong customer service skills, and the ability to manage multiple priorities in a confidential and professional environment. Complex, sensitive, strategic, or high-risk matters are referred to the Manager of Human Resources for guidance and decision-making.

KEY JOB FUNCTIONS:

General Responsibilities:

- **Escalation:** Escalate complex, sensitive, high-risk, disciplinary, grievance, investigation, accommodation, leave, compensation, benefit eligibility, disability management, return-to-work, or legal compliance matters to the Director of Human Resources.
- **Records maintenance:** Maintain accurate, organized, and confidential employee files, HR records, and documentation — in both electronic and physical systems — across all HR functional areas (recruitment, onboarding, training, leaves, benefits, pension, health and safety, and performance).
- **Reporting:** Prepare routine HR reports, letters, forms, spreadsheets, summaries, and correspondence as directed, and maintain HR tracking tools to support recruitment, onboarding, training, vacancies, leaves, health and safety, and performance review processes.
- **Policy guidance:** Provide routine, first-point-of-contact guidance to employees and managers within established HR policies, procedures, and direction from the Director of Human Resources.

Employee Relations and HR Advisory Support:

- Serve as a first point of contact for employees and managers on routine HR questions, processes, forms, policies, and procedures.
- Support positive workplace relationships by promoting respectful communication, professionalism, confidentiality, and culturally supportive practices.
- Assist with intake, documentation, scheduling, and follow-up for employee relations matters.
- Support employee engagement initiatives, recognition activities, surveys, and workplace culture initiatives.

Recruitment and Selection Support:

- Coordinate recruitment activities, including preparing job postings, posting vacancies, scheduling interviews, organizing interview materials, and supporting candidate communication.
- Assist managers and the Director of Human Resources with job description updates, interview questions, screening tools, and recruitment documentation.

Recruitment and Selection Support:

- Conduct reference checks and support completion of pre-employment requirements.
- Prepare draft offer letters, employment agreements, and onboarding materials for review by the Director.
- Support fair, inclusive, culturally informed, and consistent recruitment practices.

Onboarding, Orientation, and Employee Transitions:

- Lead coordination of HR orientation and onboarding processes for new employees.
- Prepare onboarding schedules, documents, checklists, and new hire packages.
- Ensure new employees receive required HR forms, policy information, benefit information, training requirements, and workplace orientation materials.
- Track completion of onboarding activities and follow up with employees and managers.
- Support and process employee transfers, leaves, changes in employment status, and departures, including updating related employment records.
- Assist with exit interview coordination, offboarding checklists, and return of organizational property.

Key Administrative Duties:

- Update employee records related to hiring, transfers, leaves, departures, training, benefits, emergency contacts, and other employment changes.
- Support HR document management, records retention, and file audit processes.
- Maintain HR templates, forms, checklists, and standard operating procedures.
- Support timesheet, attendance, leave, and HR reporting processes as assigned.

Policy and Procedure Support:

- Support the Director of Human Resources in developing, updating, formatting, communicating, and implementing HR policies, procedures, forms, and employee handbook materials.
- Assist with research into HR best practices, legislative requirements, and policy examples.
- Track policy review dates and assist with maintaining an organized policy library.
- Help communicate policy updates to employees and managers.
- Identify recurring questions or process gaps and bring recommendations to the Director.

Training and Development Coordination:

- Track employee training and development activities, including legislated, funder-required, position-specific, health and safety, and organizational training.
- Maintain training records and follow up on outstanding training requirements.
- Assist with coordinating and scheduling training sessions.

Health, Safety, and Wellness:

- Participate on and provide administrative support to the Joint Health and Safety Committee.
- Assist with health and safety documentation, inspections, meeting records, follow-up items, and communication.
- Support incident reporting, WSIB documentation, medical leave documentation, and other health-related administrative tasks.
- Assist with employee wellness initiatives, health and safety campaigns, and workplace safety communications.

Benefits, Pension, and Compensation Administration Support:

- Respond to routine employee questions about benefits, pension, leave forms, and HR processes.
- Assist with benefit enrolment, changes, documentation, and employee communication.
- Coordinate with Finance and benefit providers on benefit and pension record updates.
- Support preparation of compensation, benefit, and pension documentation as directed.
- Track probationary periods, step increases, contract dates, anniversary dates, and other employment milestones.

Continuous Improvement:

- Identify process improvements to enhance HR service delivery, consistency, accuracy, and employee experience.
- Support HR projects and initiatives as assigned.
- Contribute to a service-focused HR function that supports the organization's broader goals.

MINIMUM QUALIFICATIONS:*Minimum schooling:*

- Diploma or Degree in Human Resources, Business Administration, or a related field.
- 3–5 years of HR experience, preferably in a Generalist role.

Considered an asset:

- Understanding of relevant legislation, policies and procedures, including Canada Labour Code (CLC), Employment Standards Act (ESA), Occupational Health and Safety Act (OHSA), etc.
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics.
- Ability to facilitate conflict resolution as required.
- Ability to work in a caring and approachable manner in a team atmosphere.
- Experience in recruitment, employee relations, performance management, attendance management, and HR administration.

Minimum Requirements:

- Valid driver's license and \$1M liability insurance.
- CPIC/Vulnerable Sector Screening (VSS) acceptable to position upon conditional offer.

PREFERRED EXPERIENCE:

- Sound knowledge of current HR trends, issues, techniques and practices.
- Experience with Finance an asset.
- Must have advanced computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access; Outlook; Internet research skills; document software.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: *Friday, August 14th, 2026.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 254
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.