



POSITION DESCRIPTION

POSITION TITLE: INDIGENOUS HUMAN RESOURCES DEVELOPMENT OFFICER

DEPARTMENT: HUMAN RESOURCES

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: HUMAN RESOURCES MANAGER, RECRUITMENT AND RETENTION

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Human Resources Manager, Recruitment and Retention, the Indigenous Human Resources Development Officer assists with the development, delivery, implementation and monitoring of the Human Resources Indigenous Employment Plan (AEP) that will form the basis of a long term initiative designed to increase the representation of Indigenous people employed by the Interlake-Eastern Regional Health Authority (IERHA). The position of Indigenous Human Resources Development Officer functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- In collaboration with the Vice President, Human Resources, develops, delivers, implements and monitors the AEP designed to increase the representation of Indigenous people employed by the IERHA.

- Identifies potential partners including Indigenous leaders and/ or communities, educational institutions, Rural Municipalities, etc. for the purpose of heightening awareness of opportunities for employment of Indigenous people in health care.
- Identifies potential barriers and possible solutions for Indigenous people seeking employment in the health care field.
- Establishes and maintains effective interpersonal relationships and provides the program and communication link between the IERHA and Indigenous groups.
- Maintains regular contact with First Nations communities, Tribal Councils, Manitoba Metis Federation, and Indigenous Boards regarding IERHA services, initiatives and future plans.
- Participates in recruitment activities for Indigenous staff such as career fairs, community presentations, etc.
- Identifies and develops initiatives to retain Indigenous staff within the IERHA.
- Develops, provides and/ or coordinates cultural awareness education for staff, students and volunteers within the region to raise awareness respecting Indigenous people.
- Responsible for data collection, analyzing and documenting Indigenous employment trends within the IERHA.
- Attends meetings, workshops and conferences pertaining to Indigenous employment and health.
- Actively participates in team meetings and other regional activities as appropriate
- Participates in continuous improvements initiatives.
- Undertakes special projects and assignments as directed by the Vice President, Human Resources.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Supports an environment which avoids, prevents and corrects all activities and actions which may result in an adverse outcome in the delivery of health care services.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Diploma/ Degree in Human Resources Management or a related field with attainment of the Certified Human Resource Professional (CHRP) designation. Other suitable combinations of relevant education and experience may be considered.

REQUIRED KNOWLEDGE:

- Familiarity with Indigenous history, practices and challenges required.
- Working knowledge of human resources issues including labour relations legislation; employment standards legislation, human rights legislation, and workers compensation legislation.
- Knowledge of computer systems and current and related software applications.
- Ability to speak in Indigenous language(s) considered an asset.

EXPERIENCE REQUIRED:

- Minimum two (2) years human resource management experience in a unionized environment.
- Experience in a health care environment preferred.

SKILLS/COMPETENCIES:

- Strong organizational, interpersonal, problem solving, verbal and written communication skills.
 - Demonstrated ability to build and maintain positive working relationships and to work in a multidisciplinary team based working environment.
 - Ability to work with minimal supervision.
 - Physical and mental health to meet the demands of the position.
 - Valid Manitoba driver's license and use of vehicle required.
 - Give the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: September, 2008
Date

Revised: July, 2017
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.