



POSITION DESCRIPTION

POSITION TITLE: INDIGENOUS HUMAN RESOURCES DEVELOPMENT ASSISTANT

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 Assistant (Indigenous HRD Assistant) provides clerical and administrative support to the Human Resources (HR) Department. The Indigenous HRD Assistant serves as a confidential assistant to the Indigenous Human Resources Development Officer and provides assistance to the HR Department in the administration of HR programs and policies and assists with confidential and sensitive issues. The position of Indigenous HRD Assistant 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:

- Provides clerical and administrative support to the Human Resources Department as needed
- Provides assistance to the Indigenous HRD Officer

- Provides assistance to the HR department in the administration of HR programs and policies and assists with confidential and sensitive issues
- Responsible for updating and maintaining all Indigenous (includes First Nations, Inuit, Metis and Non Status) websites and contacts where jobs are posted
- Responsible for coordinating, attending and preparing all material for all Indigenous career fairs, ACA workshops, presentation and meetings
- Responsible for developing and maintaining a database for all self declared employees (Housing, school list, job posting list, First Nation Medical list contact)
- Responsible for coordinating and attending exit interviews for the Indigenous HRD Officer for all self-declared employees
- Responsible for developing and maintaining a database summarizing trends of all exit interviews with self-declared employees
- Collects a variety of HR related data and complex statistical information. Assists with analysis and interpretation, including compiling complex statistical reports as related to vacancies, recruitment, turnover, etc. pertaining to Indigenous people and communicates with outside organizations and other regional health authority contacts
- Participates in the design and implementation of new and/ or revised HR programs and forms to accompany IERHA policies pertaining to Indigenous HR initiatives
- Assists with providing guidance and interpretation of various collective agreements
- Handles general HR telephone calls, employee calls and walk in clients seeking employment and responds to unsolicited employment inquiries
- Responsible for updating StaffNet Indigenous web page
- Responsible for the coordination of the Indigenous Internship Program
- Responsible for compiling First Nation/ Metis stats yearly
- Enters data into the Office of Rural and Northern Health (ORNH) web portal
- Participates in special projects
- Assists Regional Manager of First Nation/ Metis/ Inuit Health when requested
- 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 or actions which may results 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:

- Grade 12

REQUIRED KNOWLEDGE:

- Familiarity with Indigenous history, practices and challenges required.
- Ability to speak in Indigenous language(s) considered an asset.

- Knowledge of general Human Resources principles
- Knowledge and experience in QHR software

EXPERIENCE REQUIRED:

- Two (2) years previous administration experience, preferably in a senior secretarial role required.
- Experience in a Human Resources department preferred.
- An equivalent combination of education and experience may be considered.
- Well developed computer skills, with experience utilizing Microsoft Office applications and programs.

SKILLS/COMPETENCIES:

- Ability to work with a variety of sensitive information and to maintain confidentiality.
- Self starter with the ability to work independently with minimal supervision.
- Ability to maintain positive working relationships in a team based working environment.
- Good 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.

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.

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.