



# TEMAGAMI FIRST NATION

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## Job Description

**Position** Human Resources Coordinator  
**Department** Administration / Human Resources  
**Position Reports To** Executive Director  
**Employment Status** Full Time  
**Hours** 35 hours per week  
**Employment Type** Permanent

### Position Summary

The Human Resources Coordinator supports the Executive Director by coordinating day-to-day human resource activities. Key responsibilities include recruitment, onboarding, employee records, training tracking, WSIB coordination, employee support, and HR administration. The role ensures HR processes are organized, confidential, accurate, and compliant with policy and applicable legislation. The role requires strong organizational skills, discretion, attention to detail, sound judgment, and the ability to communicate clearly and respectfully while working with confidential and sensitive information

### Primary Responsibilities

#### **Recruitment, Orientation and Onboarding – 35%**

Coordinates the full recruitment process, including postings, screening, interview logistics, reference checks, and employment offers. Ensures orientation and onboarding activities are completed in accordance with the Recruitment Operations Manual. Maintains accurate documentation and communicates clearly and professionally with applicants and supervisors. This includes Plan Administration for Group and Pension benefits.

#### **Employee Records, Evaluations and Training – 25%**

Maintains secure and confidential employee files. Tracks performance evaluations and follows up to support timely completion. Tracks employee training, certifications, and renewal dates. Tracks receipt and secure filing of sick notes/medical documentation.

Monitors vacation accrual milestones and records when employees move to the next entitlement level. Ensures information is organized, complete, and auditable.

### **Health, Safety, WSIB and Return-to-Work – 15%**

Prepares WSIB documentation and supports employees and supervisors following workplace injuries. Coordinates modified duties and return-to-work processes. Maintains records and communicates timelines and requirements. Supports health and safety documentation and communication with tact and discretion.

### **Employee Relations and Support – 15%**

Acts as a first point of contact for routine HR inquiries. Provides clear guidance based on policy and process, maintaining confidentiality at all times. Supports positive employee relations, wellness initiatives, and consistent communication. Escalates complex matters to the Executive Director and seeks guidance from the HR Consultant when appropriate.

### **HR Projects, Policy Support and Other Related Duties – 10%**

Supports the implementation and communication of HR programs and policies. Assists with reporting, documentation, offboarding, and exit processes. Participates in assigned HR projects and ensures tasks are completed accurately and on time.

## **Qualifications**

### **Education and Experience**

Post-secondary education in Human Resources (certificate, diploma, or degree).

1–2 years of experience in a Human Resources role is required.

Experience with recruitment, employee records, WSIB, or return-to-work coordination is required.

1-2 years of experience in Plan Administration of Group Health and Pension Benefits is required

### **Physical and Sensory Demands**

Work requires extended periods of computer use and document review. The role involves managing competing priorities and timelines. There may be exposure to emotionally sensitive situations, including conflict, performance concerns, complaints, and employee health-related issues. Emotional resilience, discretion, tact, and the ability to remain calm and supportive are required.

**Work Environment**

Primarily office-based with regular interaction with employees, supervisors, and leadership. Other duties consistent with this position may be assigned.

**Health and Safety Statement**

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Executive Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_