



# MOHAWKS OF THE BAY OF QUINTE

## KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE  
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0  
Phone 613-396-3424 Fax 613-396-3627  
Website: [www.mbq-tmt.org](http://www.mbq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** [Human Resources Generalist](#)

**Posting Type:** Internal

**Program:** Human Resources Department

**Location:** Tyendinaga Mohawk Territory, ON

**Position Type:** Full Time

**Duration:** Permanent Position

**Posting Closes/Deadline:** November 30, 2022, at 11:59 p.m.

**Tentative Interview Dates:** December 2, 2022

**Salary Range:** Pay Grade Level D (\$56,451 - \$65,686)

### About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

### Position Summary:

The Human Resources Generalist performs human resources related duties at the professional level and will carry out responsibilities in the following areas but not limited to: employee relations, training, benefits, compensation, recruitment/selection, development and implementation of policies and procedures in accordance with the mission, core values, and purposes of the Mohawks of the Bay of Quinte to promote a positive employee engagement and work environment.

### Reporting:

This position will report to the Director of Human Resources.

### Summary of Main Responsibilities:

#### ☞ **Organizational Development & Training**

- Partner with supervisors/managers for developing organizational, workforce and succession plans, developing and updating job descriptions.
- Lead new employee orientation and onboarding.

#### ☞ **Recruitment and Retention**

- Recruit the right talent for a role utilizing the best selection method in a timely manner.
- Conducts on-site and off-site recruitment events including job fairs, college recruiting fairs, and trade shows.

#### ☞ **Policy Development, Interpretation and Administration**

- Assist in the development of human resources policies in order to satisfy legal requirements.
- Ensure a practical level of consistency and accurate policy interpretation interdepartmentally and within each client group.

☞ **Employee Relations and Performance Management**

- Take responsibility for the implementation of all HR policy, ensuring that all HR issues are dealt with within the timescales set out in the procedures

☞ **Pay Administration**

- Reviews performance appraisals of employees for consistency and verifies wage increases comply with current Pay Administration practice.
- Maintain a repository of current, classified job descriptions
- Back up payroll and administering benefits

☞ **Health & Safety**

**Requirements:**

- ☞ Bachelor's degree Business, Human Resources, Administration, Communication or related field area with 2 years experience in Human Resources or related field; or
- ☞ Diploma in business, Human Resources or related field with 5 years of experience in Human Resources or related field; or
- ☞ A combination of Education, Experience and Training may be considered
- ☞ CIHRP Designation with AFOA is an asset
- ☞ Experience in a First Nations setting preferred
- ☞ Must provide a clear CPIC and VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

**Knowledge, Skills and Abilities:**

- ☞ Knowledge of the Canada Labour Code
- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ HR Advisor skills and knowledge.
  - Workplace investigation techniques.
  - Employment practices.
  - Pay administration practices and principles.
- ☞
- ☞ Ability to work as an individual and as part of a team
- ☞ Well developed interpersonal, public relations and relationship building skills
- ☞ Excellent organizational, time and file management skills

**Behavioural Competencies:**

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte                      By Fax: 613-396-3627  
24 Meadow Drive  
Deseronto, ON K0K 1X0                      By Email: [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)  
ATTN: Careers

For more information or a detailed job description, please contact Renee Brant at (telephone) 613-396-3424 ext. 105, or (email) [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)

To find out more about Mohawks of the Bay of Quinte, please visit our website at [www.mbq-tmt.org](http://www.mbq-tmt.org)

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*