



Siksika Family Services Corporation
HUMAN RESOURCES
Human Resources Director
Siksika
Contract basis
Closing Date: OPEN until position is filled.
07/2025



GENERAL STATEMENT OF POSITION:

The HR Director oversees the HR department operations and management to ensure the organization adheres to its policies and procedures. Some of the primary duties of HR directors include managing the HR department budget, communicating with management and executives, and collaborating with senior management to ensure the organizations human resources department adheres to HR regulations and laws.

An HR director further serves as a leader in creating a positive company culture within Siksika Family Services and encourages optimal employee performance in accordance with the overall business objectives.

REPORTS TO: Chief Executive Officer

DUTIES AND RESPONSIBILITIES:

- Recruiting, interviewing, hiring, and training new employees in the human resources department
- Oversee daily operations of the human resources department.
- Provide constructive and time-efficient performance evaluations.
- Handle termination and discipline of employees according to the policies of the organization.
- Develop and implement policies and training and improve HR processes.
- Monitor and ensure the company's compliance with state, federal, and local legal requirements, and suggest the best practices, modifications, and reviews to maintain adherence.
- Stay updated on the best regulatory measures, practices, and new technologies in human resource management, employment law, and talent management, and apply this in-depth knowledge to communicate any alterations in policies, practices, and resources to senior management.
- Develop and apply departmental budgets.
- Manage job satisfaction among employees.
- Perform other duties as per the requirements of the organization.
- Responsible for adhering to and enforcing the Personnel Policies and Procedures that are approved by the Siksika Family Services Board of Directors.
- Create and provide strategic paths for the HR department in conjunction with the Siksika Family Services organizational goals as a whole.
- Work in partnership with other Siksika Nation departments to provide services to employees within Siksika Family Services.
- Promote and encourage Siksika cultural inclusion in all service delivery

EDUCATION AND EXPERIENCE:

- A bachelor's degree in business administration, Human Resources, or other human resources-related fields. A master's degree is preferred.
- A minimum of five years of experience in human resources management is required.
- Experience working within Siksika and/or other First Nation communities is an asset.
- Thorough knowledge of the laws and regulations in employee relations.
- Proficiency in Microsoft Office Suite and other related software such as ADP is an asset.
- Able to provide leadership with excellent communication skills and able to work in a fast-paced environment.
- Ability to work within a team setting in providing direction in a clear, concise manner.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.