



Mi'kmaw
Family & Children's Services
of Nova Scotia

Employment Opportunity

Title: Senior Human Resources (HR) Generalist

Status of employment: Permanent

Reports to: Director of Human Resources

Office Location: Dartmouth, NS

POSITION SUMMARY

Reporting to the Director of Human Resources, the Sr. Human Resources (HR) Generalist plays a key role in supporting the day-to-day HR operations of Mi'kmaw Family and Children's Services of Nova Scotia (MFCS) primarily in the Mainland area, in alignment with the organization's values, policies, and Indigenous cultural principles. The Sr. HR Generalist provides hands-on support across all HR functions, including recruitment, employee relations, training and development, performance management, and policy implementation, and collaborates across departments to ensure best practices, and a culturally safe and respectful workplace.

KEY RESPONSIBILITIES

Employee Relations & Engagement

- Build and maintain trusted working relationships with supervisors and staff across all departments
- Provide guidance to supervisors on HR matters, including conflict resolution and interpretation of HR policies
- Support culturally safe communication and ensure respectful workplace practices
- Assist in resolving minor workplace issues, escalating complex matters to the HR Director
- In collaboration with the Recruitment Coordinator facilitate culturally informed onboarding and orientation
- Collaboratively plan and support employee engagement and recognition initiatives

Policy Administration:

- Help maintain and update HR policies and procedures
- Ensure consistent application of policies across departments
- Monitor compliance with relevant employment laws and internal policies
- Facilitate training to supervisors on policy application and HR procedures HR Systems & Records Management
- Maintain accurate and confidential employee records
- Support the administration of HRIS or manual tracking systems
- Generate regular reports for HR Director (e.g., exit interviews, turnover, training completion)

Performance Management:

- Assist with the implementation and tracking of probationary and annual performance review processes.
- Contribute to the research and evaluation of performance management tools and practices to support organizational goals.
- Provide guidance to supervisors on delivering constructive feedback, setting performance expectations, and using progressive discipline procedures appropriately
- Support ongoing performance improvement efforts by monitoring trends and assisting with follow-up actions as needed

Compensation:

- Support the development and administration of equitable and consistent compensation guidelines
- Collaborate with the HR Director to regularly review and update job descriptions to ensure alignment with roles and responsibilities
- Provide input on compensation recommendations for new hires, transfers, and exceptions to support talent acquisition and retention strategies

Additional Responsibilities:

- Assist the HR Director with special projects and strategic initiatives, including the development and execution of Diversity, Equity, and Inclusion (DEI) programs
- Contribute to the creation and implementation of DEI policies and practices that promote fairness, equity, and inclusion across the organization
- Support the organization in cultivating a culture of respect and belonging by actively participating in DEI-related activities and initiatives
- Supports and ensures compliance with OH&S regulations and standards
- Other duties as required

QUALIFICATIONS

- Diploma or degree in Human Resources Management or a related field.
- Certified Professional in Human Resources (CPHR), Certified Indigenous Human Resources Professional Designation (CIHRP), or related designation, considered an asset
- 3-5 years of progressive HR experience, preferably in a non-profit or Indigenous organization.
- Indigenous-Based Cultural Sensitivity Training, Non-Violent Crisis Intervention Training, Respectful Workplace Training, and Leadership Training are required
- Demonstrated experience with general human resources functions including management of employee lifecycle; full-cycle recruitment, onboarding and training, employee retention initiatives, performance management, progressive discipline, employee relations, and terminations
- Strong knowledge of federal and provincial employment legislation, as well as Occupational Health and Safety (OH&S) regulations.
- Previous experience working with Indigenous communities and a strong understanding of Indigenous culture, traditions, and protocols is an asset.
- Strong communication, problem-solving, and organizational skills.
- Experience in handling highly sensitive material and information in a confidential and professional manner
- High level of emotional intelligence and self-awareness, with an understanding of how to navigate cultural complexities and maintain an openness to understanding varied perspectives
- Ability to take initiative, work independently and multitask
- Ability to work independently with minimal supervision
- Experience writing, and interpreting human resource policies, processes and procedures
- Experience providing support to HR strategy development and implementation, considered a strong asset
- Strong interpersonal, organizational, and conflict resolution skills
- Excellent organizational skills with the ability to prioritize workload
- Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Ability to collaborate and communicate effectively
- Possession of a valid driver's license and access to a reliable vehicle.
- Open to travel and adaptable to changing work demands.

Classification Range: LV11(0.80) – LV11(1.20)

Salary range: \$66,625 - \$106,600

What We Offer

Based on the employment status, we offer a wide range of benefits such as:

- A comprehensive health and dental benefits package as well as a defined contribution pension plan
 - Employee and Family Assistance Program
 - Three (3) weeks' vacation to start
 - Paid time off for Christmas office closure
 - Reimbursement for registration fees to the Nova Scotia College of Social Workers
 - General Illness
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Successful candidates may be eligible for our comprehensive health and dental benefits package as well as a defined contribution pension plan.

A resume with a cover letter should be submitted directly to:

Holly MacDonald, Director of Human Resources

Email: Holly.MacDonald@novascotia.ca

****Interviews may take place during the posting period. ****

The job posting will remain open until filled.

We are an equal opportunity employer. All aspects of employment including the decision to hire, promote, or discharge, will be based on, competence, performance, and Agency need.

Qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.
