



Tehsakit'sen:tha

Kateri Memorial Hospital Centre

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www.kmhc.ca

Internal/External Job Opportunity

Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.

POSITION

Manager of Human Resources

Indeterminate Full-Time (35 hours per week)

JOB SUMMARY

The Manager of Human Resources (HR), reporting to the Associate Executive Director, is responsible for developing and implementing HR systems and policies to support the recruitment, development, and evaluation of staff, ensuring the delivery of quality services. As a strategic partner, the HR Manager oversees personnel management, conflict resolution, staff wellness, and anticipates future HR needs. The role ensures compliance with diversity, equity, and inclusion best practices, and promotes employee well-being. Key responsibilities include workforce planning, staffing, occupational health and safety, employee relations, organizational development, and collaborating with Finance on compensation and benefits. With decision-making authority, the HR Manager drives continuous improvement and fosters a culture of service excellence aligned with KMHC's strategic vision.

REQUIREMENTS

Minimum of eight (8) years of HR experience, with at least five (5) years in a management role.

Graduate degree in Human Resources, Business Administration, or related field

Expertise in talent acquisition, succession planning, and organizational development.

In-depth knowledge of labor laws, HR programs, and regulatory bodies.

SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) norms: Currently Class 37, under revision.

DEADLINE

Open until filled

APPLICATIONS

Please submit a completed application package, which includes:

- ✓ Letter of Intent
- ✓ Resume
- ✓ Completed Application Form
- ✓ Proof of Educational Requirements

You can find the following documents on www.kmhc.ca/careers:

- Job Description
- Application Form

Submit applications to:

kmhc.hr.kahnawake@ssss.gouv.qc.ca

Please note that preference will be given to Indigenous candidates.

Incomplete submission packages will not be considered.

Only selected candidates will be contacted.



TITLE:	Manager of Human Resources Class 37
DEPARTMENT:	Human Resources
SUPERVISOR:	Associate Executive Director
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	March 2025

POSITION SUMMARY

Reporting to the Associate Executive Director, the Manager of Human Resources (HR) is responsible for designing and implementing systems and policies that facilitate the recruitment, development, administration, and evaluation of qualified personnel to ensure that KMHC provides quality services.

As a strategic partner for all services and programs, the HR Manager, along with the HR team, provides essential support in personnel management, conflict resolution, and staff wellness. The Manager anticipates future HR needs and develops initiatives to enhance organizational effectiveness.

The HR Manager ensures compliance with best practices in diversity, equity, and inclusion while promoting employee well-being. They oversee workforce planning, staffing, occupational health and safety, employee relations, and organizational development. The role also ensures seamless collaboration with the Finance Department to facilitate compensation and benefit administration.

The Manager has decision-making authority and accountability for results. They play a key role in shaping KMHC's vision and strategic directions by driving continuous improvement based on organizational priorities and environmental analysis. Their leadership fosters a culture of consultation, optimization, and performance where service excellence is the cornerstone.

Main Responsibilities

- Advise and support senior management on all HR-related matters.
- Act as a strategic partner to the management team, assessing workplace dynamics to provide informed recommendations.
- Participate in KMHC's strategic planning and lead change management initiatives.
- Maintain strong partnerships with key stakeholders, including health and social service networks.
- Develop and implement strategies to optimize HR processes and align with organizational priorities.
- Represent KMHC in the Kahnawake Human Resources Network.

DUTIES

- Identify opportunities for departmental improvement and address discrepancies.
- Develop departmental goals, objectives, and systems.
- Oversee and evaluate departmental activities, including recruitment and orientation programs.
- Chair selection committees and oversee recruitment processes.

- Promote professional development opportunities for staff.
- Develop and monitor an annual HR budget, including employee recognition initiatives.
- Stay informed on HR policies, programs, and industry developments.
- Collaborate with Finance to manage salaries, benefits, and payroll processes.
- Ensure compliance with employment laws and KMHC policies.
- Prepare periodic reports for senior management and the Board of Directors.
- Manage HR content on the KMHC website.
- Provide training and materials for managers and employees.
- Assist in external training selection and oversee the organizational training budget.
- Establish and maintain recruiting and hiring best practices.
- Lead employee relations initiatives, including conflict resolution and disciplinary processes.
- Support salary management and workforce planning.
- Ensure compliance with applicable laws and regulatory requirements.
- Manage succession planning, talent development, and key employee retention strategies.
- Oversee employee communications, feedback mechanisms, and engagement initiatives.
- Conduct investigations into workplace complaints and concerns.
- Guide managers through progressive discipline and performance improvement processes.
- Participate in management and general staff meetings.
- Review and update HR job descriptions as needed.
- Prepare and submit an annual report.
- Contribute to KMHC's Emergency Response Plan.

COMMITTEE RESPONSIBILITIES

Personnel Policy Committee:

- Chair the committee and lead HR policy development.
- Communicate policies, procedures, and employment laws to management and staff.
- Organize training sessions for committee members.
- Address and resolve HR policy inquiries.
- Ensure policy updates are disseminated to all personnel.
- Provide regular updates to senior and management committees.

Grievance Committee:

- Assemble and train committee members.
- Oversee the grievance process, ensuring procedural adherence.
- Maintain committee integrity by preventing conflicts of interest.
- Ensure proper documentation and communication throughout grievance proceedings.
- Provide timely decisions to all parties involved.

SUPERVISORY RESPONSIBILITIES

- Directly supervise the Human Resources staff.
- Directly supervise the Occupational Health and Safety Nurse.
- Ensure Compliance with KMHC policies in all supervisory functions.

QUALIFICATIONS & REQUIREMENTS

Education & Experience:

- Minimum of eight (8) years of HR experience, with at least five (5) years in a management role.
- Graduate degree in Human Resources, Business Administration, or a related field.
- Additional certifications in management are an asset.
- Expertise in talent acquisition, succession planning, and organizational development.
- In-depth knowledge of labor laws, HR programs, and regulatory bodies.
- Experience in health and social services HR policies is an asset.

Skills & Competencies:

- Strong strategic planning and priority-setting abilities.
- High-level political and strategic acumen.
- Innovative mindset with change management expertise.
- Collaborative leadership style.
- Excellent negotiation, representation, and communication skills.
- Ability to inspire and guide staff toward shared organizational goals.
- Proven ability to foster positive long-term relationships and service excellence.
- Strong analytical and decision-making skills.
- Conflict resolution and mediation expertise.
- Ability to manage multiple priorities and meet tight deadlines.

Language Requirements:

- Excellent verbal and written communication skills in English.
- Functional knowledge of French is an asset.

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Director