



# UCCM POLICE IS HIRING

The UCCM Anishnaabe Police will be a partner in community wellness by providing proactive, culturally sensitive, and innovative service while respecting existing laws customs and traditions.

**\*\*Balance\*\*Compassion\*\*Dedication\*\*Humility\*\*Integrity\*\*Respect\*\*Teamwork\*\***



Position: **HUMAN RESOURCE GENERALIST**

Term: **FULL-TIME PERMANENT**

Salary: **\$67,917.65 /annually – ALIGNED WITH UCCM SALARY GRID**

Report To: **HUMAN RESOURCES ADMINISTRATOR**

## **POSITION SUMMARY**

The Human Resources Generalist (HRG) position will assist the organization in successfully meeting its' mission of providing culturally sensitive policing services to the UCCM police service area. The Human Resource Generalist will be a dynamic, flexible, and organized professional who will assist the Human Resource Administrator in achieving departmental goals, contribute to a positive workplace culture, and assist in implementing wellness initiatives across the organization. The HRG is an administrative professional that will support the Human Resource Department and the Corporate Services team. This position requires interaction with UCCM APS personnel, external HR stakeholders, and other community/agency partners.

## **EDUCATION & EXPERIENCE**

- Minimum College Diploma in Human Resources, Business Administration, and/or other relevant education.
- University/College Degree in Business Administration, Psychology, and/or other related field an asset.
- Two (2) years' experience within an administrative role is required.
- Experience and/or knowledge of human resource administration and file maintenance.

## **SKILLS (Includes but not limited to)**

- Ability to handle multiple projects, meet multiple deadlines.
- Excellent communication (written and oral), presentation and listening skills.
- Ability to learn very quickly in a fast-paced environment.
- Organizational skills and time management abilities are essential.
- Proficiency in Microsoft Office software applications and general computer skills.
- Ability to exercise professional judgment and reasonableness in a variety of situations.

## **DUTIES (Includes but not limited to)**

- Assist the Human Resource Administrator to ensure compliance with all applicable labour and employment laws;
- Assist with onboarding and orientation for new personnel;
- Complete onboarding forms related to Pension & Benefit enrollment, emergency contact information, tax related forms, etc.;
- Input and maintain human resource databases (i.e. uniform and equipment database, professional development database, etc.), suggest changes to the database as needed;
- Create, safekeep, and file confidential matters on all employee personnel files;
- Monitor legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc.) and all regulations on professional certification to ensure the organization is compliant;
- Participate and travel to various events and meetings as maybe required to promote UCCM APS;
- Attend various committee meetings as necessary;
- Assist internal groups in the planning participating and execution of employee events (i.e. Employee Recognition, Annual Awards, Staff Events, etc.);
- Coordinate and provide engagement sessions to UCCM Anishnaabe Police Service personnel;
- Assist in the development and implementation of a UCCM Anishnaabe Police Service Wellness Strategy;
- Assist the Human Resource Administrator submitting various leave documentation to insurance providers in a timely manner;
- Other duties as maybe required or assigned.

## **OTHER IMPORTANT INFORMATION**

- A thorough background check will be completed. The background check must be clear before an offer of employment will be given;
- A valid Class G driver's license is required and access to a reliable vehicle;
- Standard First Aid/ CPR.

**DEADLINE: February 3<sup>rd</sup>, 2024 at 4:00pm EST**

Please apply for this position by submitting your cover letter, resume, and three (3) **work** related references.

For questions about this employment opportunity and/or a detailed job description, please contact Lyndin Belleau, Human Resources Administrator.

Mail-in applications can be sent to:

**Confidential: Human Resources**  
UCCM Anishnaabe Police Service  
5926 Hwy 540, Box 332  
M'Chigeeng, ON P0P 1G0

Or via email to [recruitment@uccmpolice.com](mailto:recruitment@uccmpolice.com)

Subject: "Employment Opportunity: Human Resource Generalist"

**Individuals of Anishnaabe ancestry are encouraged to apply. Self-identification is encouraged.**

We would like to thank all applicants who apply; however, only those applicants selected for an interview will be contacted.