



Beausoleil First Nation Human Resources

11 O'Gemaa Miikaan
Christian Island, Ontario
L9M 0A9

(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY

Human Resources Advisors (2 positions)

Posting Date:	July 10, 2025
Classification:	Permanent, pending successful probation
Supervisor:	HR Manager, Paul Fortin
Hours of Work:	35 hours/week
Salary:	\$52,000-60,000
Closing Date:	July 25, 2025
Vacancy Status:	New positions

Overview:

Beausoleil First Nation is seeking two Human Resources Advisors to join our growing HR team. These new positions will each support a portfolio of departments and play a key role in rebuilding our HR systems and services.

As part of a dynamic and developing workplace, advisors must be adaptable, community-focused, and committed to building something meaningful from the ground up. This is a rare opportunity to shape the future of HR in a proud and growing First Nation government.

As a First Nation employer, Beausoleil First Nation is committed to advancing Truth and Reconciliation, employment equity, and Indigenous representation. Preference will be given to qualified candidates who self identify as Indigenous in accordance with Section 16(1) of the Canadian Human Rights Act. We welcome applicants who bring lived experience, cultural knowledge, and a deep commitment to Indigenous community wellbeing.

Qualifications and Skills:

- Diploma or degree in Human Resources or a related field.
- Progressive HR experience in an HR Advisor or similar role.
- CHRP designation or working toward CHRP designation or similar is an asset.
- Strong knowledge of employment legislation and HR best practices.
- Proven skills in employee relations, coaching, policy interpretation, and recruitment.
- High initiative, critical thinking, and sound judgment.
- Strong problem solving and conflict resolution skills.
- Technologically adept and committed to continuous learning.
- Demonstrated cultural sensitivity, integrity, and commitment to community focused HR.

Duties and Responsibilities Include:

- Serve as the lead HR contact for a designated group of departments.
- Plan, coordinate, and oversee full cycle recruitment, onboarding, and offboarding.
- Coach managers on performance management, conflict resolution, and team development.
- Administer and support return-to-work and accommodation processes.
- Manage and advise on grievances and employee relations issues.
- Support the development, interpretation, and application of HR policies.
- Champion professional development, wellness, and holistic employee engagement initiatives.
- Participate in the modernization of HR systems, practices, and technology.
- Actively contribute to the growth of a fair, innovative, and high trust organizational culture.
- Foster strong professional relationships grounded in respect, collaboration, and transparency.
- Embed culturally safe, trauma-informed, and inclusive practices across all HR functions.
- Other HR duties as needed.

We're looking for HR professionals who are change agents, culture carriers, and trusted advisors. Our goal is to employ those who view challenges as opportunities and see HR as a vehicle for positive change and lasting community impact.



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How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- References & Qualifications will be checked at a later stage in the recruitment process.

Email applications **are preferred** and can be sent to: jobs@chimnissing.ca

Alternatively, application packages may be dropped off at: Beausoleil First Nation Administration Building

Please clearly mark your application with your name and the position you are applying for. Shortlisted applicants must bring original documents to the interview.

Accessibility and Accommodation

Beausoleil First Nation is committed to a barrier free, inclusive recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for all applicants during the hiring process.

Artificial Intelligence (AI) Use

Artificial intelligence is not generally used to screen applicants for this position. In cases of high application volume, AI tools may be used to assist with organizing application data, but not to make hiring decisions.