Sucker Creek First Nation

P.O. Box 65
Enilda, AB T0G 0W0

Tel (780) 523-4226
Fax (780) 523-3111

**Employment Opportunity**
**Human Resource & Safety Manager – Full Time**
**Salary Range: $72,800 - $83,200**

**Summary:**
This key management position oversees all Human Resources (HR) functions for Sucker Creek First Nation while ensuring compliance with Occupational Health & Safey (OH&S) Regulations. The Human Resources & Safety Manager plays a critical role in building a safe, healthy, and supportive workplace that reflects our community values. By balancing core HR responsibilities with essential safety management, this position helps foster employee well-being and organizational success.

**Key Responsibilities:**
- Develop, implement, and maintain HR & OH&S policies and procedures.
- Manage recruitment, onboarding, and workforce planning.
- Oversee employee relations, conflict resolution, and disciplinary actions.
- Administer performance management and appraisal systems.
- Coordinate training and professional development programs.
- Ensure compliance with employment legislation and organizational standards.
- Support managers and staff with HR-related inquiries and guidance.
- Identify hazards, conduct regular safety audits and risk assessments.
- Lead incident investigations and implement corrective actions.
- Coordinate safety training and maintain compliance records.
- Manage accommodations and return-to-work programs.
- Maintain accurate employee records and ensure confidentiality.

**Qualifications:**
- Degree or diploma in HR Management, OH&S, Business Management, or equivalent.
- Minimum five (5) years of experience in HR Management and leading safety programs.
- Strong understanding of employment and safety laws.
- Professional designation such as CPHR or CRSP is considered an asset.
- Proficiency in HRIS systems and safety management software.
- Excellent leadership, communication, and conflict resolution skills.
- Knowledge of First Nations culture and traditions is a significant asset.
- Ability to speak Cree is an asset.
- Clear Criminal Record Check (CPIC), Child Welfare check, and valid driver’s license.
- Must sign an Oath of Confidentiality prior to commencing employment.

Application Deadline: Open Until Filled.

**Mail to:**
**Attn: Human Resources**
**Box 65**
**Enilda, Alberta T0G 0W0**

**Fax: 780-523-3111**
**E-mail: hr@scfn.ca**

*Building Community Through Culture, Connection, and Celebration.*