



RAINY RIVER FIRST NATIONS MANITOU RAPIDS

HUMAN RESOURCES

MISSION

As a strategic partner with the administration and leadership of Rainy River First Nations, we develop and deliver human resource programs and services to recruit, develop and protect our most valuable asset, our employees. Our core services include recruitment and selection, staffing, employee relations, organizational and employee development, salary and benefit administration, personal and confidential information management and legislative compliance.

WHAT WE DO...

- Employment-related legislation: adhere to Employment Standards Act (ESA) regulations, Workplace Safety and Insurance Board (WSIB) guidelines, Federal Labour Code and Occupational Health and Safety Act (OHSA);
- Policy development: develop, implement and interpret Rainy River First Nations' personnel policy;
- Staffing: process new hires, retirements, resignations, leaves and terminations;
- Recruitment and selection: process job postings, conduct and schedule interviews, make hiring recommendations;
- Benefit administration: involves contact with the benefit providers, establishing the contract and making any changes to coverage;
- Attendance and disability management: manage and maintain attendance (sick leave, vacation, etc.) for all employees, including the management of short term and long term disability files and return to work programs;
- Criminal background checks: obtain criminal background checks for all employees and ensure confidential storage; and
- Compliancy tests: as per direction from the Community in April 2011, all Rainy River First Nations employees (full time, part time and casual) are subject to drug testing prior to and throughout employment. Contractors working in the Community, are also subject to this test.

CONTACT INFORMATION

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