



PO Box 130. Carcross, Yukon Y0B 1B0  
(867) 821-4251  
[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



**Job Title:** Human Resources Consultant  
**Department:** Finance and Human Resources  
**Status:** Permanent  
**Salary:** \$58,348.23 - \$85,552.74

**Closing Date:** Open Until Filled

## **JOB SUMMARY**

Reporting to the Human Resources Manager, the **Human Resources (HR) Consultant** promotes and fosters a consultative and problem-solving approach that contributes to the goals and objectives of C/TFN. This position is responsible for supporting the specific Human Resources services of recruitment and selection, employee evaluations, performance management, and disability management. The HR Consultant also provides and ensures accurate and consistent interpretation of C/TFN policies and relevant legislation.

## **RESPONSIBILITIES**

- Coordinates and facilitates all recruitment related activities, including managing eligibility lists and the centralized auxiliary-on-call list
- Chairs, co-ordinates, and participates in Clan hiring committee to screen and evaluate candidates
- Advises managers and employees on staffing policies and procedures
- Provides training and assistance to Clan Hiring Committee members
- Provides advice and assistance to employees, supervisors and directors regarding the interpretation of C/TFN policies
- Assists with staff performance reviews by request of departmental directors
- Coordinates the disability management and return to work function, as well as coordination and facilitation of the medical duty to accommodate process
- Develops and promotes internal practices that are consistent with the desired HR culture and furthers organizational effectiveness
- Makes suggestions for work flow and process improvements. Proactively identifies process inefficiencies and inconsistencies and collaborates toward improved and more productive processes that will enhance staff and Citizen experience

## **QUALIFICATIONS**

- Post-secondary diploma or degree in Human Resource Management, Business Administration, or related
- 2-3 years of demonstrated knowledge of human resource methods and practices, including performance management, discipline, and investigations.
- Prior experience working for a Federally regulated organization will be considered an asset
- Knowledge of, and ability to interpret, the Canada Labour Code and other applicable acts and legislation
- Excellent organizational, planning, coordination, and time management skills, with proven ability to manage multiple commitments
- Strong commitment to client service, teamwork, and collaboration
- Ability to manage self in a variety of situations and teams, maintaining a high level of professionalism
- Strong verbal and written communication skills
- Strong interpersonal skills, including the ability to interact with tact, discretion and judgement at all times
- Ability to operate software for word processing, databases, spreadsheets
- Possess a high level of attention to detail, accuracy and follow-up
- Ability to collect and record relevant information while respecting the confidentiality and privacy
- CHRP designation will be considered an asset
- Completion of Peacemaking Circle Training is encouraged and will be considered an asset

## **CONDITIONS OF EMPLOYMENT**

- RCMP Criminal Record Check
- Valid class 5 Yukon driver's license
- Must be willing and able to travel both in and outside of Yukon

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**We encourage all qualified candidates to apply however preference will be given to indigenous candidates and candidates experienced with C/TFN culture, language, virtues and values on all competitions for C/TFN.**

**We thank all those who apply and advise that only those selected for further consideration will be contacted.**

### **Please Note:**

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from GC/TFN Human Resource Department

**PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN APPLYING.**

**APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to:

Carcross/Tagish First Nation  
Human Resources Department  
Box 130, Carcross, Yukon Y0B 1B0  
**Email: [HumanResources@CTFN.ca](mailto:HumanResources@CTFN.ca)**