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OPPORTUNITY PROFILE

**Human Resources Director, Chief
Kinosew Awasak Mikiwahp
(CKAM)**



What is Chief Kinosew Awasak Mikiwahp trying to achieve?

Our Nation is taking a powerful step forward in reclaiming the care of our children and families. We are building our own Child and Family Services, referring to our Children's Lodge department. The Children's Lodge was created by our people, for our people—grounded in our culture, values and traditional ways of nurturing our young. This transformation is about more than independence; it's about restoring balance, strengthening families, and ensuring that every child grows up surrounded by love, belonging, and a safe connection to community. As we move away from government-run systems, we invite passionate, caring, empathetic individuals to lead and shape a future where our children are protected and guided by the hearts and minds of who we are.

The Opportunity

Based in Edmonton, the Human Resources Director (HRD) will report to the Executive Director (ED) and is responsible for overseeing all aspects of the Human Resources (HR) function within CKAM. The key responsibilities of the HRD include overseeing all aspects of employee relations, leadership and guidance to the HR team, ensuring compliance with all applicable labour laws and regulations, supervising the performance management process, and other areas as directed by the ED.

The HRD plays a key role in developing and implementing HR strategies that support organizational growth and will work collaboratively with leadership to ensure alignment with short and long-term goals. The HRD will be responsible for advising managers and supervisors on employee relations, performance management, policy and program administration, and best practices.

Community Presence

A consistent presence within the community and participation in local events are vital for this leadership role. Visibility, relationship-building, and engagement at the Driftpile office are essential for fostering collaboration, strengthening organizational culture, and maintaining alignment with the community's vision and values. The Human Resources Director will actively engage with staff at both offices regularly. Regular board meetings and staff social events will also be scheduled to encourage collaboration and connection across the organization.

A comprehensive understanding of CKAM's history, origins, and milestones is fundamental to this role. This knowledge will inform decision-making, communication, and advocacy as CKAM continues to grow its presence as an independent, Nation-led organization.



Key Roles and Responsibilities

- Demonstrate respect, empathy, sensitivity, and behave ethically towards colleagues and community members.
- Develop and implement HR strategies that support the organization's growth, including talent acquisition, performance management, employee engagement, succession planning, and ensuring a safe work environment.
- Provide senior-level support in functional areas of Human Resources, including but not limited to recruitment, personnel records, employee relations, compensation management, organizational development, training and special projects.
- Collaborate with Directors to resolve conflicts and disputes, terminations, address interpersonal issues, mediate disagreements, and find solutions that maintain a positive working environment.
- Assist Directors with performance reviews and appraisals to evaluate their team's performance.
- Maintain knowledge and compliance of legal requirements and regulations affecting HR functions, policies, and procedures.
- Work closely with the ED and CKAM Board to plan and implement effective leadership training and development programs that align with CKAM's strategic goals and objectives.
- General oversight of HR departmental tasks and responsibilities to plan, organize & manage work, set priorities, and perform activities in a manner that best uses existing resources and time.
- Utilize effective communication skills, empathy, and integrity to establish and maintain collaborative working relationships.
- Assess the HR Generalist's performance by monitoring their work progress, evaluating the quality of work, and providing guidance, coaching, and training as necessary.
- Advise and educate on applicable CKAM policies and procedures.



- Monitor and support employee offboarding processes, including conducting exit interviews and providing severance agreements when applicable.
- Manage the HR budget and expenses.

The Person

Education & Experience Requirements

- Post-Secondary Degree in Human Resources Management or a related field.
- Minimum five (5) years as an HR Manager or HR Director, with a total of ten (10) years in the field of HR.
- Chartered Professional in Human Resources (CPHR) designation or working toward it is considered an asset.
- Extensive knowledge of employment legislation and employee relations.
- Microsoft Office software, emails, databases, Excel.
- Experience with BambooHR or other similar HR Information System.
- Clear Police Information Check, Intervention Record Check, and Drivers Abstract.
- Comprehensive knowledge of First Nations people, values, and culture.
- Must have valid driver's licence and be comfortable to travel to the Driftpile office and attend social gatherings and events.

Knowledge, Skills & Attributes

Comprehensive Human Resources Expertise: Demonstrates the ability to practice across a broad range of human resources functions, including recruitment and talent acquisition, compensation and benefits, employee and labour relations, performance management, and workforce planning, ensuring integrated and effective people practices.

Human Resources Best Practices and Legislative Knowledge: Possesses extensive knowledge of current human resources best practices, employment standards, labour legislation, and regulatory requirements, applying this expertise to ensure organizational compliance and risk mitigation.



Business and Financial Acumen: Brings a strong understanding of business operations, financial principles, and strategic planning, enabling human resources strategies to align with organizational objectives and support long-term sustainability.

Professionalism and Confidentiality: Consistently demonstrates the highest standards of professionalism, discretion, and integrity, maintaining confidentiality and handling sensitive information with sound judgment at all times.

Organizational and Time Management Skills: Exhibits excellent organizational and time-management skills, with the ability to manage multiple priorities, meet deadlines, and operate effectively in a fast-paced, evolving environment.

Communication and Interpersonal Effectiveness: Demonstrates exceptional interpersonal, verbal, and written communication skills, fostering trust, collaboration, and clarity in interactions with employees, leaders, and external partners.

Human Resources Information Systems (HRIS) Proficiency: Has working knowledge of a range of Human Resources Information Systems, including BambooHR, and effectively leverages these systems to support accurate recordkeeping, reporting, and decision-making.

Data Analysis and Reporting Capability: Shows proficiency in data gathering, analysis, and reporting, using quantitative and qualitative insights to inform human resources strategies and organizational decisions.

Data-Informed Change Assessment: Applies data and metrics to assess organizational readiness for change, monitor progress, and measure the impact and effectiveness of initiatives over time.

Change Management Expertise: Demonstrates knowledge of change management best practices and the ability to implement structured approaches that support individuals and teams through organizational change.

Strategic and Systems Thinking: Ability to thoughtfully consider the broader implications of decisions, actions, and change initiatives, balancing short-term needs with long-term organizational outcomes.

Adaptability and Innovation: Exhibits adaptability, flexibility, and creativity in responding to emerging opportunities, complex challenges, and shifting priorities in a dynamic organizational environment.

Critical Thinking and Decision-Making: Utilizes strong critical thinking, assessment, and problem-solving skills to support sound planning and informed decision-making processes.



Conflict Resolution and Negotiation Skills: Applies effective conflict-resolution, negotiation, and problem-solving techniques to manage issues at varying levels of complexity and urgency.

Influence and Leadership Impact: Demonstrates the ability to influence others, build alignment, and drive organizational initiatives through collaboration, credibility, and clear direction.

Accountability and Personal Responsibility: Shows a strong sense of personal responsibility and accountability for decisions and actions, consistently following through on commitments and outcomes.

Commitment to Continuous Improvement: Proactively evaluates personal performance and seeks opportunities to enhance professional effectiveness, knowledge, and skills within the role.

Ethical Judgment and Integrity: Exercises strong ethical and professional judgment in all situations, guided by integrity, fairness, and respect for individuals and the organization.

Cultural Awareness and Indigenous Understanding: Demonstrates experience, understanding, and respect for Indigenous traditions and cultures, and applies this awareness thoughtfully in workplace practices and relationships.

Join Us

This is more than a leadership opportunity—it is a chance to be part of something deeply meaningful. As our Nation reclaims control over our children’s services, we are seeking a leader who will walk alongside our people with humility, courage, and vision. Together, we will build a system that strengthens families, empowers communities, and honours our sacred responsibility to care for our children.

Express Your Interest

Leaders International values diversity, equity, and inclusion in all aspects of our operations.

Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Wendy Romanko, Senior Consultant** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

www.leadersinternational.com