



OPPORTUNITY BRIEF

HR Generalist (Gaming)

SEARCH CONDUCTED BY PLACEMAKING 4G





ABOUT

Millbrook First Nation is a Mi'kmaq community located within the town of Truro, positioned in the hub of Nova Scotia. Millbrook First Nation also has reserve land in Beaver Dam, Sheet Harbour, Dartmouth, and Cole Harbour, along with other privately owned lands near Truro and Sheet Harbour.

Using its geographic location, Millbrook First Nation has thrived in numerous economic development endeavours within the past decade. Economic development projects include but are not limited to Millbrook Power Center (in Truro), commercial building and residential apartment buildings (in Cole Harbour) and a wharf (in Sheet Harbour). Millbrook First Nation VLT gaming centers are run by Treaty Entertainment (in Truro and Cole Harbour). Treaty Entertainment business operates on a 24/7 basis with 50-70 employees.

FIRST NATION MEMBERSHIP

Total: 2,123
On Reserve: 971
Off Reserve: 1188

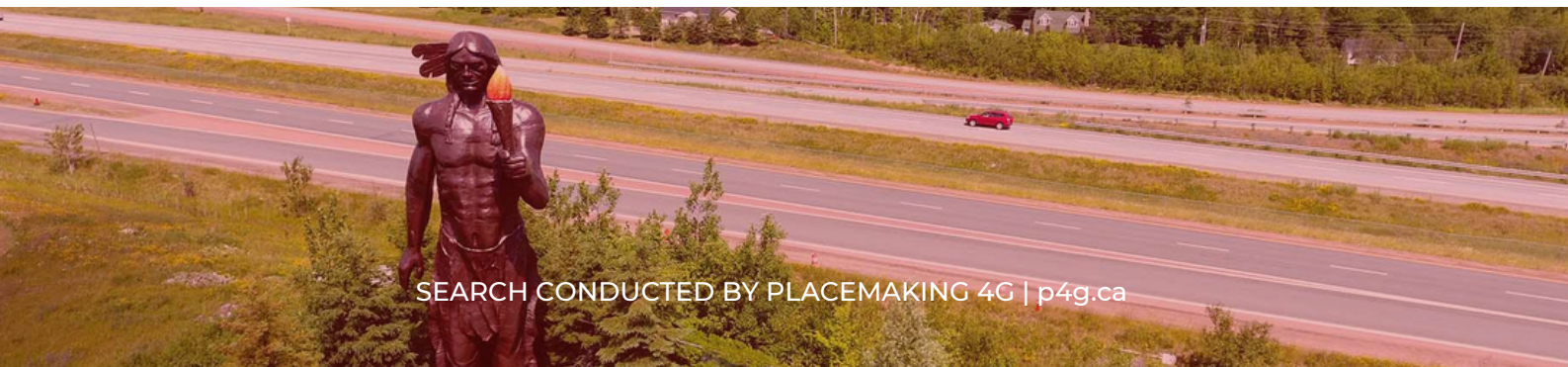
VISION

Millbrook First Nation to be the economic engine for the benefit of its members.

THIS MOMENT, THIS POSITION

Millbrook First Nation is seeking a diligent and culturally aware **HR Generalist (Gaming)** to join their team.

They will play a key role in overseeing and managing human resource functions. This position requires strong organizational and interpersonal skills, as well as a deep understanding of continual operations/shift work. The successful candidate will be responsible for ensuring efficient placements while upholding our commitment to a healthy, safe and harmonious work environment.



POSITION RESPONSIBILITIES

Recruitment and Onboarding:

- Assist in the recruitment process by posting job advertisements, screening resumes, scheduling interviews, and conducting background checks.
- Coordinate new employee onboarding, including preparing orientation materials, conducting initial training, and ensuring completion of necessary paperwork.

Employee Relations:

- Serve as a point of contact for employee inquiries, providing guidance and support on HR policies, procedures, and programs.
- Assist in resolving employee complaints or issues through effective communication, investigation, and conflict resolution techniques.
- Maintain employee records, ensuring accuracy, confidentiality, and compliance with privacy regulations.

Training and Development:

- Support training and development initiatives by coordinating training sessions, workshops, and seminars for employees.
- Assist in identifying training needs and recommending appropriate programs to enhance employee skills and knowledge.
- Maintain training records and monitor training program effectiveness.

HR Administration:

- Assist in the implementation and enforcement of HR policies, procedures, and practices.
- Maintain and update employee handbook, ensuring alignment with applicable employment laws and regulations.

Compliance and Documentation:

- Ensure compliance with relevant employment laws, regulations, and gaming industry standards.
- Prepare and maintain HR-related documentation, including employment contracts, personnel files, and performance evaluation records.
- Assist in the administration of employee benefits, leave management and payroll processes.

Health and Safety:

- Contribute to the development of health and safety policies and procedures to ensure compliance with regulations and standards.
- As OH&S Officer, conducting investigations to identify and mitigate workplace hazards and accidents.
- Conducting health and safety committee meetings to discuss and address workplace health and safety concerns.

EDUCATION & EXPERIENCE

- Bachelor's degree/certification in human resources, business administration or relevant field, or equivalent experience.
- 2-5 years' experience as an HR Generalist or in a human resource capacity.
- Knowledge of employment standards, occupational health and safety and human rights regulations and legislation (provincial and federal).
- Familiarity with HR software and tools an asset.
- OHS, First-aid and WHMIS certification an asset.
- Highly computer literate with capability in email, MS Office (Word, PowerPoint, Excel) and related business and communication tools.
- In-depth understanding of sourcing tools such as resume databases and social media platforms an asset.
- Demonstrated professionalism, judgment, diplomacy, tact, and sound decision making.
- Ability to work well under pressure, individually and as part of a team.
- Must obtain a valid driver's license.

THE IDEAL CANDIDATE:

The ideal contributor for this role is socially aware, passionate, and has excellent organizational and time management skills. They are comfortable facilitating a group environment that reflects diverse opinions, experiences and identities.

They have a strong understanding of social, economic and political concerns and histories in Indigenous communities and possess high standards of discretion, sound judgment and confidentiality in handling sensitive information.

As an effective relationship builder that values trust and collective well-being, this candidate brings a thoughtful and collective approach to their engagement style.



THE PACKAGE

Salary: \$50,000 - \$55,000

Location: Millbrook, Nova Scotia
Pension plan and Benefits

The successful candidate will be required to work Monday - Friday 8:30am - 4:30pm. The candidate may be required to flex their schedule
The successful candidate will be required to obtain or upgrade the following certifications: - Criminal Record Check

STATEMENT OF INTENTION

We are seeking a candidate with knowledge of and cultural sensitivity towards First Nations culture and our way of life.

Preference will be provided to qualified Indigenous peoples, particularly those that identify as Mi'kmaq, and/or who are from Millbrook First Nation.

If accommodation to the recruitment process would help you to present your full contribution potential to the process, we would love to support you.

Apply now by [Clicking Here!](#)

Applications will be accepted until the position has been filled.

Please include a cover letter that speaks your experience and offers a glimpse of your personality. Wela'lin!



What to Expect

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect a phone call with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.