



Position: Senior Director of Human Resources

Closing: Posting will remain opened until filled

Term: Full Time (35 hours per week)

Salary Range: \$136,520- \$167,000

Our Vision is “to lead the design, development, and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures.”

We are currently seeking a **Senior Director of Human Resources** for any of our offices located in **Sault Ste. Marie, Sudbury, North Bay, Timmins, Dryden, Peterborough, Hamilton, Toronto or Ottawa**. This role is an existing vacancy.

Reporting to the Chief Executive Officer, the Senior Director of Human Resources provides strategic leadership, guidance, and oversight for all human resources functions across OAHS, ensuring culturally safe, legally compliant, and community-informed practices. This senior leadership role is essential to aligning people strategies with organizational priorities in the Indigenous housing sector, where workforce stability, trust-based relationships, and cultural integrity are critical to delivering services that support Indigenous self-determination and community well-being.

The Senior Director of Human Resources oversees recruitment, employee relations, training and development, health and safety, payroll, and regulatory compliance across multiple sites, while strengthening organizational culture and workforce capacity. As Indigenous organizations are widely recognized as most effective when staffing practices reflect community values and lived experience, this role ensures HR policies and processes support equity, inclusion, and trauma-informed approaches. The position also plays a key role in external relationships, working with Indigenous communities, partners, and service providers to ensure OAHS’s workforce practices remain responsive to community realities and accountable to those it serves.

As a trusted advisor to the CEO and senior leadership team, the Senior Director of Human Resources helps build a strong, resilient, and culturally grounded workforce that advances OAHS’s mission to provide safe, affordable, and culturally appropriate housing for Indigenous peoples across Ontario. Rooted in Indigenous teachings, including the Seven Grandfather Teachings and Inuit Societal Values, this role fosters a respectful, inclusive, and high-performing workplace culture grounded in respect, honesty, humility, and care—strengthening both organizational effectiveness and community trust.

PLEASE APPLY ON OUR CAREERS PAGE:

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including those who identify as 2SLGBTQQNBIA+.

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

Compensation:

In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. **This comprehensive compensation package includes:**

- Challenging and fulfilling work. an inclusive and supportive team. and a work environment steeped in and guided by Indigenous culture.
- Comprehensive medical & dental benefits + company vehicles available for fieldwork.
- \$2000 Health Spending Account + \$2000 Wellness Spending Account per employee.
- Company RSP matching program.
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Indigenous Veterans Day, Easter Monday and Family Day.
- Opportunity for cultural, educational, and other approved leaves.
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity.
- A competitive salary in the pay band 10, \$136,520- \$167,000.

Duties and responsibilities will include, but not be limited to the following:

Strategic Leadership and Collaboration

This role provides senior leadership for Human Resources with a strong focus on cultivating a positive, respectful, and culturally safe workplace. The position plays a critical role in supporting staff wellbeing, strengthening organizational culture, and ensuring that HR practices enable high-quality service delivery to clients and communities. Guided by Indigenous values and community needs, the role balances strategic leadership with practical support, ensuring that people practices are compliant, ethical, and grounded in respect, accountability, and collaboration.

- Provide strategic leadership and overall direction for all Human Resources functions, ensuring alignment with organizational goals, Indigenous values, community priorities, and a positive workplace culture.
- Lead the development, review, and implementation of HR policies, procedures, and Standard Operating Procedures (SOPs) that are culturally safe, legally compliant, and supportive of effective and respectful day-to-day operations.
- Supervise Human Resources staff and provide mentorship, coaching, and professional guidance to build capacity, accountability, and engagement within the team.
- Serve as a trusted advisor to the CEO and senior leadership on workforce planning, organizational development, employee relations, and HR-related risk management.
- Ensure organizational compliance with the Employment Standards Act (ESA), Human Rights Code, Occupational Health and Safety Act (OHSA), Accessibility for Ontarians with Disabilities Act (AODA), and all applicable privacy legislation.
- Ensure consistent, fair, and culturally safe HR processes across recruitment, payroll, benefits administration, and leave management.
- Establish and maintain strong working relationships with external partners, including benefits providers, legal counsel, training institutions, and Indigenous community partners.
- Participate as a member of the senior leadership team, contributing to organizational planning, governance, and informed decision-making.
- Collaborate with leadership across the organization to ensure HR practices effectively support service delivery requirements and advance OAHS's housing mandate.

Payroll, Compensation, and Benefits Administration

This role plays a vital part in supporting staff retention, wellbeing, and organizational stability by ensuring that all employees are paid accurately, on time, and in full recognition of the total compensation and benefits available to them. In addition to overseeing payroll and benefits administration, this function is responsible for promoting clear, consistent, and ongoing communication so that staff fully understand and can access the full value of their pay, benefits, and entitlements. Strengthening awareness and trust in compensation practices is essential to fostering employee engagement, demonstrating organizational care for staff, and reducing unnecessary turnover.

- Oversee full-cycle payroll processes, ensuring timely, accurate, and confidential payroll delivery in compliance with all applicable Ontario and federal legislation.
- Provide oversight of benefits administration, including Short-Term Disability (STD), Long-Term Disability (LTD), and group RRSP plans, ensuring plans are well-managed and accessible to employees.
- Ensure the accurate administration of statutory deductions, employee benefits, RRSP contributions, and all year-end payroll requirements, including T4s, Records of Employment (ROEs), and payroll reconciliations.
- Maintain payroll systems and employee records with the highest standards of accuracy, data integrity, and confidentiality.
- Provide clear, responsive guidance to managers and staff regarding payroll processes, compensation structures, benefit coverage, statutory and non-statutory leaves, and employee entitlements.
- Actively support the HR Manager and Human Resources team in identifying, resolving, and preventing payroll- or benefits-related issues, ensuring positive employee experience.
- Collaborate closely with Finance to ensure payroll accuracy, reliable reporting, internal controls, and alignment with organizational budgets.
- Promote ongoing communication, education, and knowledge-sharing related to payroll, compensation, and benefits, ensuring staff are informed of all programs, supports, and offerings available to them as part of their employment.

Workplace Culture, Employee Relations, and Wellbeing

This role is responsible for cultivating a healthy, respectful, and culturally grounded workplace that honours First Nations, Métis, and Inuit teachings and ways of knowing. Guided by Indigenous values—including the Seven Grandfather Teachings—this position supports a holistic approach to employee relations that centers balance, relationship, accountability, and self-care. The role recognizes that strong workplace culture, ongoing learning, and mentorship are essential to employee wellbeing, retention, and the organization's ability to serve communities in a meaningful and respectful way.

- Champions and leads the bi-annual employee satisfaction survey process, including implementation, reporting, and communication, working collaboratively with the Senior Executive Council and Chief Executive Officer.
- Foster a culturally safe, inclusive, and supportive workplace grounded in First Nations, Métis, and Inuit cultural teachings, Indigenous values, and the Seven Grandfather Teachings.
- Provide guidance and support to managers on performance management, conflict resolution, and employee relations, using approaches that are culturally responsive, trauma-informed, and respectful.
- Lead and manage workplace investigations in a fair, trauma-informed, and culturally respectful manner, ensuring dignity, safety, accountability, and procedural fairness for all involved.
- Support and advance employee wellbeing initiatives, including mental health supports, self-care practices, and culturally relevant wellness programming that reflects Indigenous perspectives on holistic health and balance.
- Promote respectful communication, shared accountability, and healthy team dynamics across the organization.
- Develop, implement, and support ongoing training and workplace mentoring programs that strengthen cultural awareness, Indigenous knowledge-sharing, leadership development, and continuous learning for staff at all levels.

Recruitment, Onboarding, and Workforce Sustainability

This role leads comprehensive recruitment, onboarding, and retention strategies that advance Indigenous inclusion, equity, and long-term workforce sustainability. Grounded in the Truth and Reconciliation Commission's Calls to Action—particularly those related to employment, education, and reconciliation in the workplace—this function supports Indigenous self-determination through meaningful employment opportunities, culturally informed onboarding, and intentional talent development. By embedding mentorship, apprenticeship, and succession planning into workforce practices, the role ensures continuity, knowledge transfer, and leadership development for the future.

- Lead recruitment strategies that prioritize Indigenous hiring, community representation, and equitable employment practices, aligning with the Truth and Reconciliation Commission's Calls to Action related to economic reconciliation, education, and employment.
- Oversee onboarding processes that are welcoming, culturally grounded, and supportive, integrating Indigenous cultural teachings, organizational values, and role-specific training to support employee success and belonging.
- Develop and implement retention strategies that encourage employee growth, recognition, professional development, and long-term engagement, with particular attention to Indigenous career pathways.
- Design and support mentorship and apprenticeship opportunities that promote skills development, knowledge-sharing, and leadership readiness among staff at all levels.
- Design, lead, and contribute to succession planning initiatives that strengthen internal capacity, prepare future leaders, and ensure the continuity of culturally informed programs and services.
- Build and sustain relationships with Indigenous communities, training institutions, and employment partners to support talent pipelines, collaborative learning opportunities, and workforce development aligned with community needs.

Training, Learning, and Capacity Development

This role advances continuous learning and capacity development as a cornerstone of a strong, respectful, and culturally grounded workplace, while also ensuring staff have the knowledge and skills required to effectively deliver housing services. Training initiatives are rooted in Indigenous ways of knowing and supported through the meaningful involvement of Indigenous Elders and Knowledge Keepers. Learning is approached as both relational and practical, strengthening workplace culture, supporting employee wellbeing and retention, and advancing the organization's reconciliation commitments, while also building sector-specific capacity in Indigenous housing and homelessness services.

- Identify organizational and individual training needs and coordinate professional development opportunities, including Indigenous cultural competency, trauma-informed practice, leadership development, and housing industry-specific learning (e.g., supportive housing, homelessness response, tenancy management, and regulatory requirements), guided by Indigenous Elders and Knowledge Keepers.
- Ensure training initiatives strengthen workplace culture, enhance staff confidence and competence, support employee retention, and improve service delivery outcomes within the housing and homelessness sector.
- Support managers in developing strong supervisory skills and Human Resources literacy, integrating Indigenous values, relational leadership approaches, and best practices specific to housing operations and frontline service environments.
- Develop and deliver internal training related to Human Resources policies, health and safety, respectful workplace practices, and housing sector requirements, incorporating Indigenous perspectives and Indigenous ways of knowing to reinforce cultural safety, accountability, and ethical service delivery.
- Embed learning outcomes into day-to-day practice to promote staff wellbeing, reduce burnout, support professional growth, and reinforce the organization's commitment to reconciliation and culturally responsive housing services.
- Ensure training initiatives contribute to measurable improvements in workplace culture, employee engagement, retention, and the organization's capacity to deliver safe, effective, and culturally grounded housing programs.

Health, Safety, Compliance, & Workplace Wellbeing

Health and safety are the cornerstone of a well-functioning organization and are essential to protecting employees, clients, and the communities served. This role provides leadership in fostering safe, healthy, and culturally responsive workplaces and housing environments, recognizing the responsibilities and risks inherent in housing and frontline service delivery. Grounded in Indigenous values and holistic approaches to wellbeing, this function integrates legislative compliance, proactive risk management, employee care, and shared responsibility through collaborative health and safety structures.

- Oversee workplace health and safety programs to ensure full compliance with the Occupational Health and Safety Act (OHSA), internal safety protocols, and housing-specific safety requirements, promoting a culture of prevention, accountability, and collective care.
- Support, coordinate, and actively collaborate with the Joint Health and Safety Committee (JHSC), ensuring meaningful participation, regular meetings, hazard identification, and shared problem-solving to improve workplace and housing safety.
- Ensure emergency response procedures, workplace incident investigations, and required safety training are completed, documented, and regularly reviewed, with specific attention to risks associated with housing environments and frontline service work.
- Promote employee wellbeing and psychological safety by embedding trauma-informed, culturally respectful, and Indigenous-informed approaches into health and safety practices, policies, and training.
- Maintain accurate and confidential Human Resources records, reporting, and documentation related to health, safety, investigations, and employee matters, in accordance with all legal, regulatory, and organizational requirements.

Mission Alignment & Cultural Stewardship

This role ensures that Human Resources practices are deeply aligned with the organization's mission to provide safe, affordable, and culturally appropriate housing for Indigenous peoples across Ontario. Human Resources is recognized as a key driver of organizational culture, reconciliation, and service excellence. By embedding Indigenous knowledge, values, and ways of being into people-related practices, this role strengthens the organization's capacity to build homes, support staff, and serve communities with respect, integrity, and accountability.

- Ensure Human Resources practices actively support and advance the organization's mission to build homes, strengthen communities, and deliver a culturally appropriate continuum of housing services for Indigenous peoples across Ontario.
- Embed Indigenous knowledge, values, and ways of being into Human Resources frameworks, decision-making processes, and overall organizational culture.
- Promote and uphold the Seven Grandfather Teachings and Inuit Societal Values as foundational principles guiding leadership practices, employee relations, and workplace expectations.
- Support culturally grounded approaches to recruitment, onboarding, training, and employee engagement that reflect Indigenous worldviews and community priorities.
- Collaborate with organizational leadership to ensure Human Resources strategies strengthen the organization's ability to deliver culturally safe, responsive, and affordable housing programs.
- Foster and maintain strong relationships with Indigenous communities, organizations, and partners to ensure Human Resources practices remain relevant, responsive, and informed by community perspectives.
- Knowledge, appreciation, and awareness of Indigenous cultures.
- Commitment to advancing culturally safe, community-driven housing solutions for Indigenous people across Ontario.

- Ability to integrate Indigenous teachings—including the Seven Grandfather Teachings and Inuit Societal Values—into leadership, decision-making, and workplace culture.
- Deep respect for Indigenous knowledge systems, worldviews, and ways of knowing and being.
- Excellent interpersonal and relationship-building skills.
- Strong written and verbal communication skills across multiple channels.
- Strong coordination, organizational and analytical abilities.
- Ability to work independently and collaboratively with a focus on quality and accuracy.
- Strong problem-solving skills and sound judgment.
- Ability to maintain confidentiality at all times.
- Ability to speak an Indigenous language is considered an asset.
- Experience in non-profit or community-based organizations is considered an asset.
- Familiarity with HRIS/payroll systems Rise, Citation Canada is considered a strong asset.

Organisational Fit

- Knowledge, appreciation, and awareness of Indigenous cultures.
- Commitment to advancing culturally safe, community-driven housing solutions for Indigenous people across Ontario.
- Ability to integrate Indigenous teachings—including the Seven Grandfather Teachings and Inuit Societal Values—into leadership, decision-making, and workplace culture.
- Deep respect for Indigenous knowledge systems, worldviews, and ways of knowing and being.
- Excellent interpersonal and relationship-building skills.
- Strong written and verbal communication skills across multiple channels.
- Strong coordination, organizational and analytical abilities.
- Ability to work independently and collaboratively with a focus on quality and accuracy.
- Strong problem-solving skills and sound judgment.
- Ability to maintain confidentiality at all times.
- Ability to speak an Indigenous language is considered an asset.

Qualifications and Core Competencies

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and comfort with digital communication platforms.
- High degree of self-motivation, accountability, and ability to meet deadlines in a fast-paced environment.
- Demonstrated ability to apply Indigenous teachings, values, and cultural frameworks within organizational or leadership contexts.

To qualify for this role, the successful candidate will have the following qualifications and skills:

- Post-secondary education in Human Resources, Business Administration, or combination of education and relevant experience considered.
- CHRP or CHRL designation (or working toward) is a strong asset.
- Payroll Compliance Practitioner (PCP) or Payroll Leadership Professional (PLP) designation is a strong asset
- Minimum 5-7 years of progressive HR experience, including leadership responsibilities.
- Minimum 3-5 years of full-cycle payroll experience in Ontario. 5+ years preferred, particularly in multi-site or non-profit environments.
- Strong knowledge of ESA, OHSA, Human Rights Code, AODA, and privacy legislation.
- Knowledge of Indigenous housing issues, community supports, and culturally grounded approaches.
- Experience in non-profit or community-based organizations.
- Familiarity with HRIS/payroll systems Rise, Citation Canada a strong asset.

Conditions of employment:

- Valid Criminal Record Check (CPIC).
- Valid Ontario Driver's Licence and access to a reliable vehicle.
- Must be bondable, if required.
- Ability to travel when required.
- Experience working with Indigenous communities, organizations, or housing programs is considered an asset.
- Excellent communication, problem-solving, and relationship-building skills.
- High level of discretion, professionalism, and confidentiality.
- Other duties as assigned.