



## Yellowknives Dene First Nation

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## EMPLOYMENT OPPORTUNITY

### Join the Yellowknives Dene First Nation Human Resources Team

At the Yellowknives Dene First Nation (YKDFN), we are committed to fostering strong governance, community growth, and sound administrative practices while honoring our traditions, culture, and stewardship responsibilities. Our **Administration and Human Resources** provide essential human resources oversight, human resources support, and strategic guidance that ensure transparent, accountable, and sustainable management of YKDFN people resources. We are currently seeking a skilled, dependable, and community-minded individual to join our team as:

#### **Senior Human Resources Generalist**

Reporting to the Human Resources Director, the Senior Human Resources Generalist provides experienced, day-to-day HR operational support with a primary focus on full-cycle recruitment, onboarding, HR documentation, employee relations, leave management, and supporting consistent HR service delivery across the organization.

This is a full-time position based in Dettah Monday to Friday, with occasional visits to Ndilo.

#### **Duties & Responsibilities:**

##### **1. HR Operations and Administrative Support**

- Provide day-to-day HR support to employees and supervisors.
- Take the lead on assigned key HR functions including recruitment, onboarding, contract management, and leave administration.
- Draft, update, and prepare HR documentation (offers, memos, file notes, letters of expectation), arrange for required approvals, and ensure accurate record-keeping.
- Provide guidance on HR policies, the Employee Handbook, and the Canada Labour Code.
- Maintain confidential HR files and ensure compliance with legislative and organizational standards.

##### **2. Recruitment and Onboarding**

- Lead full-cycle recruitment files, including posting, screening, interviews, reference checks, and offer preparation.
- Act as an internal resource for recruitment best practices.
- Coach developing HR Generalists in screening, documentation, interview preparation, and communication.

- Support consistent and welcoming onboarding experiences across YKDFN.
- Maintain recruitment metrics and accurate records in Sage HR and internal tracking tools.

### **3. Coaching, Mentorship, and Team Capacity Building**

- Provide guidance and day-to-day support to developing HR Generalists.
- Demonstrate professional communication, documentation, and problem-solving skills.
- Support a collaborative, learning-focused HR culture aligned with servant leadership.
- Identify gaps in processes and help team members develop confidence and consistency.
- Promote shared learning and continuous improvement through constructive feedback.

### **4. Employee Relations and Workplace Support**

- Provide initial guidance on workplace concerns, attendance, and early conflict resolution.
- Assists the HR Director with fact-finding, interviews, and workplace investigations.
- Support developing Generalists in maintaining proper case notes and documentation.
- Ensure HR processes follow fair, consistent, and culturally respectful approaches.

### **5. Policy, Procedures, and Systems Implementation**

- Support the rollout of HR policies, SOPs, templates, and tools.
- Identify workflow improvements and contribute to the development of HR forms and guides.
- Support consistent use of systems including Sage HR and internal databases.
- Provide observations and recommendations to the HR Director for ongoing improvement.

### **6. Training Development and Coordination**

- Assist with coordinating staff training and orientation modules.
- Maintain training and certification records.
- Identify training needs based on interactions with staff and supervisor feedback.
- Support developing HR Generalists in planning and coordinating training activities.

### **7. Leave Management**

- Assists with maintaining leave and attendance records for all staff in accordance with HR policies.
- Advises managers and staff on effective management of leave credits.
- Supports work injury and return to work cases in conjunction with workers compensation.
- Ensures accuracy of leave data in the HRIS system.

### **8. Reporting and Metrics**

- Maintain HR and recruitment tracking systems.
- Work with HR Director to prepare summary reports on recruitment, onboarding, turnover, and

HR activity.

- Provide observations related to workforce needs and process improvements.

## **9. Human Resources Projects**

- Assists HR Director with current and upcoming projects.
- Other job duties as assigned.

### **The ideal candidate will have:**

- Diploma or degree in Human Resources, Business Administration, or a related field.
- Minimum four (4) to six (6) years of progressive HR generalist experience.
- Experience in a senior, lead, or coaching-type HR role is strongly preferred.
- Experience in coaching supervisors and junior human resources professionals.
- Experience working within Indigenous, public-sector, or community-based organizations is considered an asset.
- CPHR designation or active candidacy is considered an asset.

### **What We Offer:**

YKDFN provides a competitive salary that commensurate with experience, Northern Travel Allowance, comprehensive group insurance, pension benefits, and a supportive, culturally diverse work environment.

### **Application Process:**

**A detailed job description is available upon request** at [recruitment@ykdene.com](mailto:recruitment@ykdene.com). Please submit your cover letter and resume (**posted until filled**), via:

- Email: <mailto:recruitment@ykdene.com>
- In Person: Human Resources Division, Yellowknives Dene First Nation, Chief Drygeese Conference Centre, Dettah, NT
- Online: [YKDFN Career Page](#)

**Preference will be given to qualified YKDFN members.**

We thank all applicants for their interest. Only those selected for an interview will be contacted.