

**MEETING TO SELECT AN ELECTORAL
OFFICER**

**FOR THE UPCOMING BI-ELECTION
FOR CHIEF**

TUESDAY MARCH 19TH, 2024

6PM

BAND OFFICE BOARDROOM



Human Resources Officer

Reports To

Chief and Council

Job Summary

The Human Resource officer oversees HR functions within all Band Office departments and subsidiaries of the Red Rock Indian Band. The Human Resources Officer administers health/benefit plans and assists employees with their insurance and health care claims and benefit packages. The Human Resources officer will be responsible for overseeing personnel management, including payroll, wage increases, promotions, and disciplinary actions in compliance with company policies. The successful candidate will work closely with the Resource and Data Officer.

Competencies

- Accountability
- Analytical Thinking
- Communication
- Critical Thinking
- Decision Making
- Leadership
- Networking and Relationship Building
- Planning and Organizing
- Problem Solving
- Teamwork

Job Duties

- Plan, organize, direct, control, and evaluate the human resources department.
- Oversee personnel management, including payroll, wage increases, promotions, and disciplinary actions in compliance with company policies.
- Administer progressive disciplinary action in accordance with established procedures.
- Plan human resources requirements in conjunction with other departmental managers.
- Conduct employee performance evaluations and provide employees with performance feedback.
- Determine areas of improvement for employees, providing additional training as needed.
- Develop training programs that are based on regulatory requirements and best practices.
- Conduct workplace investigations and resolve any conflicts that arise among staff in the department.
- Ensure employees adhere to all health and safety regulations, including company policies.
- Ensure that all employees comply with company policies, procedures, and ethical standards.
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations.
- Participate in site and workplace inspections.
- Develop employee training, ensuring that all applicable compliance requirements are met.

- Provide leadership and coaching to managers and employees on key workplace matters such as performance management, difficult conversations, employee relations, and employee development.
- Administer payroll activities and program components for the purpose of ensuring effective department functioning, coordinating activities, and compliance with established financial, legal, and administrative requirements.
- Perform other duties as assigned.

Job Requirements

- Degree or diploma in business administration, human resources management, or a related field required.
- MBA preferred.
- Certification in human resources management by a provincial governing body preferred.
- Minimum of 5 years of work experience in a human resources specialist or generalist position.
- Demonstrated ability to meet strategic objectives for HR and the organization.
- Demonstrated ability to manage HR core processes such as talent management, succession planning, and employee relations.
- Able to make sound business decisions and evidence-based recommendations to senior management.
- Effective communication skills with individuals at all levels of the organization.
- Effective written and verbal communication skills as well as presentation skills.
- Sound leadership, staff management, and teambuilding skills.
- Computer literacy, including effective working skills with Microsoft Word, Excel, PowerPoint, and Outlook required.
- Able to interpret and implement personnel related legislation.
- Demonstrated basic knowledge of labour laws.

Work Conditions

- Working in a busy office environment with frequent interruptions.
- Attending and conducting presentations.
- Manual dexterity is required to use desktop computers and peripherals.
- Overtime as required.
- Travel may be required.

Qualified applicants should submit a resume, cover letter, and proof of qualifications to jobs@rrib.ca no later than **Thursday March 28, 2024 @ 4:00**. Documents can also be dropped off at:

ATTN: Chief and Council

2 Gas Rd, Lake Helen Reserve P0T2J0

Since this position is engaged primarily in serving the interests of Aboriginal people, The Red Rock Indian Band shall give preference to Aboriginal people who possess the requisite skill sets and experience.



**RED ROCK
INDIAN BAND**

Strength. Tradition. Empowerment.

Asset Manager – Job Description

Reports to

Chief and Council

Summary

The Asset Manager directs operations of public works, housing, and community buildings. The Asset Manager coordinates the planning of construction projects, ensuring they are timely and up to standard. He/she will supervise the maintenance of all community assets. This includes managing any services -- renovations, RRAP Applications, and housing inspections.

Job Duties

- Coordinate construction efforts to ensure building of houses is timely and up to standard.
- Plan long range schedule of major repairs on units, such as reroofing or painting exterior of dwellings.
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes.
- Promote harmonious relations among housing project personnel, and people of the community.
- Analyze and administer annual operating budgets for the various projects.
- Prepare conceptual program designs.
- Develop and implement strategies for private developers and non-profit organization participation in affordable housing programs.
- Coordinate proposals with federal agencies for plan approval or funding assistance.
- Write Requests for Proposals (RFPs), progress and informational reports.
- Prepare and conduct proposer orientation meetings, and make presentations to Chief and Council
- Serve as the department's point of contact and public relations person for all housing programs.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Responsible for program development, monitoring, and control systems.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Comprehend and make inferences from written materials.
- Meet all annual reporting requirements and complete annual reports for AANDC.
- Form Committee comprised of membership to update and create a housing policy with input from the community.
- Manage the performance of Public Work Personnel
- Prepare weekly work plans for Public Work Department Personnel to ensure key tasks are completed.
- Ensure all outstanding deficiencies listed on the Asset Conditioning Report are brought up to the established standard.
- Monitor Road Conditions on reserve and dispatch Winter Maintenance Team according to the standards established by Chief and Council

- Develop and Assign Work Orders to the Asset Maintenance team to ensure minor repairs are addressed quickly.

Requirements

- Previous Experience in Public Works considered an asset.
- Knowledge of Construction Techniques and Standards considered an asset
- Knowledgeable about low-income housing programs and associated funding sources
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Experience working with a variety of standard office equipment requiring continuous or repetitive arm-hand movements.
- Work cooperatively with other employees, private developers, consultants, Council, and the public.
- Possess a valid G driver's license.
- Able to quickly analyze issues and determine the best course of action using available resources.
- Sound judgment to escalate issues to Chief and Council when necessary.
- Excellent written, oral, and telephone communication skills.
- Knowledge of computer workstation setup.
- Exceptional multi-tasking abilities and prioritization skills.
- Ability to operate Heavy Machinery is considered an asset.

Work Conditions

- May require the use of personal or Red Rock Indian Band vehicles on company business.
- Individuals must be physically capable of operating vehicles safely, possess a valid driver's license, and have an acceptable driving record.
- Some travel may be required.
- Manual dexterity is required to use desktop computers and peripherals.
- Ability to physically inspect equipment.
- Able to lift at least 50 lbs.
- Ability to work flexible hours
- Overtime may be required to meet deadlines.

Resumes shall be accepted for this position until Thursday March 28, 2024 @ 4:00pm

To submit your resume/cover letter please do so at: jobs@rrib.ca.

They can also be dropped off in person at; **ATTN: Chief and Council**

2 Gas Rd, Lake Helen Reserve P0T2J0



Housing Manager – Job Description

Title

Housing Manager

Reports to

Chief and Council

Summary

The Housing Manager directs operations of all RRIB housing and Community Building on Lake Helen Reserve. The Housing Manager coordinates the construction of affordable housing, ensuring they are timely and up to standard. He/she develops and implements plans for administration of housing projects. He/she conducts surveys of local rental rates and participates in the setting of rental rates. The Housing Manager is responsible for the oversight of all administrative and management of public housing operations. This includes managing any services -- renovations, RRAP Applications, and housing inspection.

Core Competencies

- Customer Focus
- Communication
- Energy and Stress
- Team Work
- Quality Orientation
- Time Management
- Adaptability / Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Result Focus
- Accountability and Dependability
- Ethics and Integrity
- Mediating and Negotiating
- Providing Consultation
- Leadership
- Coaching and Mentoring

- Staff Management
- Enforcing Laws, Rules and Regulations
- Mathematical Reasoning
- Development and Continual Learning

Job Duties

- Coordinate construction efforts to ensure building of houses is timely and up to standards.
- Plan long range schedule of major repairs on units, such as reroofing or painting exterior of dwellings.
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes.
- Promote harmonious relations among housing project personnel, and persons of the community.
- Analyze and administer annual operating budgets for the various projects.
- Prepare conceptual program designs.
- Develop and implement strategies for private developer and non-profit organization participation in affordable housing programs.
- Coordinate proposals with federal agencies for plan approval or funding assistance..
- Write Requests for Proposals (RFPs), progress and informational reports.
- Prepare and conduct proposer orientation meetings, and make presentations to Chief and Council
- Serve as the department's point of contact and public relations person for all housing programs.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Responsible for program development, monitoring, and control systems, including Policy development
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Comprehend and make inferences from written materials.
- Responsible for submission of AANDC infrastructure reports

Requirements

- Knowledgeable about low income housing programs and associated funding sources
- Strong public speaking techniques.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Enter data or information into a terminal, PC, or other keyboard device.
- Experience working with a variety of standard office equipment requiring continuous or repetitive arm-hand movements.
- Work cooperatively with other employees, private developers, consultants, Council, and the public.
- Possess valid driver's license.
- Able to quickly analyze issues and determine best course of action using available resources.

- Sound judgment to escalate issues to Chief and Council when necessary.
- Excellent written, oral, and telephone communication skills.
- Knowledge of computer workstation setup.
- Exceptional multi-tasking abilities and prioritization skills.

Work Conditions

- May require the use of personal or Red Rock Indian Band vehicles on company business.
- Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Some travel may be required.
- Manual dexterity required to use desktop computer and peripherals.
- Ability to physically inspect equipment.
- Able to lift at least 50 lbs.
- Overtime as required.

Resumes shall be accepted for this position until Thursday March 28, 2024 @ 4:00pm

To submit your resume/cover letter please do so at: jobs@rrib.ca.

They can also be dropped off in person at; **ATTN: Chief and Council**

2 Gas Rd, Lake Helen Reserve P0T2J0

CONTRACT UP FOR BID

The Red Rock Indian Band is currently accepting bids for Recyclable Pick-Up on Lake Helen Reserve. Contractor must be able to adhere to all duties listed below. Price should include cost of recyclable pick-up for Lake Helen Reserve residents as well as RRIB Buildings including Administration Building, Resource Centre, Elder's Complex, Community Hall, Fire Hall, Water Treatment Plant, Chalet Lodge, Chalet House Office.

The contract shall commence April 1, 2024, and expire March 31, 2025. **Sealed bids must be received at the RRIB Band Office in a sealed envelope, no later than 4:00 PM noon on March 28th, 2024.** Please complete the pricing summary sheet in the bid.

GENERAL INFORMATION:

- Provide 2 stream Blue Box collection which includes a fibre stream and a container stream. A list of accepted materials will be provided for reference.
- Provide bi-weekly (every two weeks) curbside collection from 121 stops including 112 residential homes, elders complex and 8 band facilities.
- Deliver recyclables to the GFL material recycling facility located in Slate River.
- Ensure the person driving the vehicle has a valid driver's license and minimum \$1 million vehicle insurance.
- The contractor will have access to the RRIB new recycling trailer to use during collection. The trailer has a hydraulic lift to empty the contents.
- The contractor will be required to provide a well maintained and adequately powered pick-up truck with a hitch to pull the trailer.
- The RRIB will not be held liable for any health and safety incidences associated with the terms of the contract.
- The contract will be issued over a one-year period.
- The RRIB has the right to cancel the contract at any time with four weeks' notice.
- A fuel adjustment charge will be applied to any difference greater than \$0.10/litre on the starting date of the collection and transport contract. Before the contract commences, both parties (RRIB and the contractor) will agree on the amount of fuel (in litres) required to complete a single curbside collection and return transport to the GFL material recycling facility in Thunder Bay.

CONTRACTOR DUTIES:

1. Collect at the curb two stream recyclables, only from the residences of Lake Helen Reserve on a bi-weekly basis.
2. Collect and remove recyclables from the Administration Building, Resource Centre, Eider's Complex, Community Hall, Fire Hall, Water Treatment Plant, Chalet Lodge and Chalet House Office.
3. Recyclable collection will be on an agreed day. Contractor is to strictly adhere to the chosen days of pick up. Contractor will notify the community members through the community newsletter regarding a time as to what time the collection will start.
4. If necessary, the contractor will notify residents by means of a flyer posting if there are any changes in times or cancellations of pick-up days.
5. The contractor will be required to act in a professional and courteous manner with community members and be prepared to answer questions about the recycling program.
6. The contractor will be required to place hangers on materials that should not have been placed in the Blue Box and leave them behind.
7. All recyclables must be delivered to:

**GFL, Green For Life
3000 Highway 61
Slate River, Ontario
Between 7:30 am and 4:30 pm, Monday to Friday**

8. The contractor shall wear hi-visibility vest/jacket and safety boots during recyclable drop off as per GFL's request.

All submissions must include a completed copy of the summary pricing sheet provided below.

For questions please contact:

Melissa McDonald @ melissa.mcdonald@rrib.ca

GARBAGE COLLECTION BID

The Red Rock Indian Band is now accepting sealed bids for Weekly Garbage Collection.

The CONTRACTOR DUTIES are as follows:

- Collect and remove household garbage only from the residences of Lake Helen Reserve on a weekly basis.
- Collect and remove garbage from the Resource Centre, Community Hall, Gas Bar, Chalet, and Administration Building garbage houses. These houses are to be always kept clean by removing all un-bagged garbage.
- Garbage collection days will be on Saturdays. Contractor is to strictly adhere to chosen days of garbage pick up. Contractor will notify the community members through the community newsletter regarding a time as to what time the collection will start.
- If necessary, the contractor will notify residents by means of a flyer posting if there are any changes in times or cancellations of pick-up days.
- All garbage must be delivered to an authorized landfill site.

The contract shall commence April 1, 2024, and expire March 31, 2025.

Sealed bids must be received at the RRIB Band Office, marked "Garbage Collection" no later than 4:00 PM noon on March 28th, 2024. Please complete the pricing summary in your bid.

ELDER'S CLEANING CONTRACT

The Red Rock Indian Band is currently accepting bids for the Cleaning of the Elders Complex on Lake Helen Reserve. Contractor must be able to adhere to all duties listed below. Price should include cost of cleaning hours for Lake Helen Reserve.

The contract shall commence April 1, 2024, and expire March 31, 2025. Sealed bids must be received at the RRIB Band Office, marked "Elders' Janitor" no later than 12:00 PM noon on Mar 25, 2024. Please complete the pricing summary in your bid.

GENERAL INFORMATION:

- Provide monthly pricing of cleaning duties.
- Full name, telephone, box # and address information
- The RRIB will not be held liable for any health and safety incidences associated with the terms of the contract.
- The RRIB has the right to cancel the contract at any time with four weeks' notice.

CONTRACTOR DUTIES:

- Sweep hallway and common areas within Elders' Complex.
- Mop hallway and common areas within the Elders' Complex.
- Vacuum carpets in hallways
- Clean outside windows weekly/monthly
- Collect and have recycles ready within the Elders' Complex.
- Collect and have garbage ready within the Elders' Complex.
- The contractor will be required to always act in a professional and courteous manner within the community.

Bids shall be accepted for this contract until Thursday March 28, 2024 @ 4:00pm
To submit your resume/cover letter please do so at: jobs@rrib.ca.

They can also be dropped off in person at;
ATTN: Chief and Council
2 Gas Rd, Lake Helen Reserve P0T2J0

All submissions must include a complete copy of your price summary for the full month and year total.