



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Human Resources Specialist

Department: Operations

Reports to: COO

Employment Category: Regular, full-time

FSLA: Non-Exempt

Salary Level: Based on education/experience.

Position Summary: This role will provide overall Human Resources services and support. The Human Resources specialist is responsible for the day-to-day administration and operation of the various HR platforms including but not limited to: Employee records, Documentation Verification, Recruitment, Employee Benefits, New Hire Orientation, Employee relations, and Staff Development trainings.

Essential Duties and Responsibilities:

- Prepare, update and maintain employment records in compliance with applicable legal requirements
- Maintain HR data base(s)
- Keep employee records up to date by processing in a timely manner
- Oversee hiring process, which include job post, review resumes, conduct interviews, background checks, reference checks etc.
- Review and analyze job descriptions, duties and education/experience requirements for position
- Ensure new hire orientation, on boarding, training and paperwork in completed
- Responsible for the delivery of employee annual training requirements
- Verify personnel documents including government ID's, professional licensures, transcripts, degrees etc.
- Responsible for credentialing of professional staff
- Explain human resources policies, procedures, laws and standard to new and existing staff
- Participates in formulating HR/Agency policies and procedures
- Responsible for maintaining and updating Employee Handbook as needed.
- Perform benefits administration such as health, dental, vision, life, disability, leave of absence, COBRA, workers compensation and employee assistance
- Conduct annual salary surveys
- Process all personnel action forms as needed
- Familiar with FMLA, ADA, EEO processes
- Identifies legal requirements and government reporting regulations affecting HR functions
- Address employment relations issues such as complaints, incidents, conflicts and grievances
- Advises management in appropriate resolution of employee relations issues

- Collaborates with AIHFS Department Directors with efforts to build morale, enforce accountability and discipline, and improve performance.
- Participates in HR site audits
- Participates in agency, department and program meetings as assigned.
- Perform other duties as assigned.

Education and Experience: Bachelor's degree from an accredited college or university in Human Resources, Business Administration or relevant administration field; two years' proven related experience in HR similar role required. Associates degree with more than two years of HR similar role experience may be substituted for education. SHRM or PHR certificated preferred. Experience in the health field is highly recommended.

Other Qualifications: Familiarity and experience working with the Native American community at a local, state and national level preferred. Respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as ability to work with other racially, culturally and ethnically diverse populations. Ability to maintain confidentiality; and disciplined ability to plan, establish priorities, and complete work

Miscellaneous:

- Exemplifies excellent customer service with patients, visitors, and other employees; shows courtesy, friendliness, helpfulness, and respect.
- Consistently demonstrates respect for the capabilities, different cultures and/or personalities of internal and external customers.
- Relates well, and works collaboratively with, all levels of staff in a professional manner.
- Consistently alters plans/routines when situation requires and continues to perform without projecting stress/frustration that would adversely affect the work environment.
- Maintains and ensures patient privacy and confidentiality.
- Takes the initiative to proactively assist others without direct supervision and to resolve problems with other departments and co-workers.
- Some travel may be required for conferences and trainings.

Work Environment/Physical Demands: The characteristic and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A low to moderate amount of in-state and out-of-state travel is required; high volume of meeting and event attendance required. While performing the duties of this job, the employee is frequently required to sit, stoop, kneel or crouch. The employee is occasionally required to walk and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: May 2019