

*Connecting care with a culture of comprehensive wellness*

**Job Description**

**Job Title:** Human Resources Specialist  
**Department:** Operations  
**Reports to:** CEO  
**Employment Category:** Regular, full-time  
**FSLA:** Non-Exempt  
**Salary Level:** Based on education/experience.

**Position Summary:**

**Essential Duties and Responsibilities:**

- Prepare, update and maintain employment records
- 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, training and paperwork in completed.
- Explain human resources policies, procedures, laws and standard to new and existing staff.
- Update and review policies and procedures on an annual basis or as guidelines/laws change.
- Processing all personnel action forms and ensuring proper approval.
- Processes and maintains employee benefits including: Health, Dental, Vision, Short-term disability, life insurance, 403 b, FMLA etc...
- Manages HRIS for onboarding.
- Responsible for delivering the necessary annual trainings to staff.
- Addressing any employment relations issues such as complaints, incidents and grievances.
- Ensures I-9s are completed, current, kept in separate file.
- Responsible for posting of positions, setting up interviews, assisting with "on boarding."
- Develops orientation procedures appropriate for position being filled.
- Conducts agency orientations, arranges required trainings to be conducted post orientation; initiates new hire follow-up with the supervisor and employee after 90 day probationary period.
- Participates in formulating policies and procedures and incorporating into Employee Handbook.
- Responsible for maintain and updating Employee Handbook as needed.
- Serves as HIPAA Compliance Officer.
- Approves and monitors student/intern program placements within AIHFS.
- Assists Department Directors and Program Coordinators with performance evaluations for AIHFS staff as assigned.
- Collaborates with AIHFS Department Directors with efforts to build morale, enforce accountability and discipline, and improve performance.
- Responsible for assisting with credentialing of providers for the agency.
- Assists in offboarding of employees.
- Participates in agency, department and program meetings as assigned.

**Community Leadership & Other Duties:**

- Responds to internal and external requests for information about AIHFS activities.
- Assists the CEO in developing and maintaining relationships with local, state and national partners.

- Represents AIHFS to external groups and consortia.
- Participates in community planning concerning health and social welfare.
- Prepares talking points, presentations and ad-hoc reports as needed for Federal State, County, City and Tribal partners.
- Performs other duties as assigned by CEO.

**Qualifications:**

- 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.
- Experience in complex, multifaceted nonprofit organization serving diverse and underserved populations, experience in public and community health assessment, program planning for health behavior change, health administration, contract/grant development, staff development, outcome measurement and performance evaluations, team management or quality assurance.
- Familiarity with the principles and methods of community-based participatory research.
- Knowledge of Database, Project Management, Spreadsheet and Word Processing software and relevant health data management software (i.e., RPMS, SPSS).
- Must pass criminal background check.

**Other Qualifications:** Familiarity and experience working with the Native American community at a local, state and national level. 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

**Supervisory Responsibilities:** Responsible for the daily administrative operations, supervision of 3-5 subordinates. Monitors and approves time off for AIHFS administrative staff (vacation, sick, FMLA, etc.) Ensures team performance while ensuring compliance and adherence to the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; acknowledging exceptional performance and successes, addressing dissenting employee behavior, and facilitating resolution of employee grievances and problems.

**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.

**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: July 2022*