



POSITION DESCRIPTION

Position Title	Human Resources Director
Department	Human Resources
Reports To	CEO

Job Grade	L	Schedule: Full Time
Effective Date	August 1, 2018	Benefitted

Position Summary

Under limited supervision, oversees the administration of Human Resource (HR) programs and operations for all employees. Responsibilities include oversight of employee relations, intake and records, provider credentialing, recruitment and onboarding of new employees, and oversight of projects and initiatives that contribute to a productive, satisfied workforce. Includes oversight of Workforce Development grant staff and requirements.

Essential Duties:

Supervises the HR staff. Includes all staff assigned to the HR department and duties related to hiring, onboarding, evaluation, discipline, discharge, and all anything related to effective supervision and development of a well-functioning HR staff. Develops goals, priorities, staff skills and training plans.

Ensures all credentialing is accomplished within needed timeframes. Also monitors staff licensing and certifications.

Develops, oversees and maintains effective organization-wide employee relations and retention programs through proper planning, direction, leadership and evaluation to enable Yellowhawk to retain a highly skilled, competent and committed workforce.

Oversees performance evaluation processes including tracking, monitoring, and policy development.

Conducts Employee Satisfaction/Engagement Surveys as required. Leads efforts to establish and report action plans, provide feedback regarding employee morale and employee satisfaction efforts.

Oversees employee conduct issues (disciplines, terminations, layoffs, internal investigations) Tribal Employment Code, unemployment, litigation, dispute resolution, and ADA to meet all legal and regulatory requirements.

Regularly assesses staff training needs and coordinates or contributes to the coordination of training programs and opportunities.

Develops full understanding of the Yellowhawk Personnel Manual (YPM) and assists department managers and employees with YPM policy interpretation issues and resolutions. May be asked to develop, present and communicate updates to the YPM to all staff and leadership.

Recommends new processes, policies and procedures to facilitate continual cycles of improvement and Human Resource (HR) best practices. Collaborates with HR Staff and Yellowhawk managers to implement best practices. Ensures support of initiatives and meets deadlines.

Informs Management of ongoing issues and implications to the department and/or the organization. Implements new and updated processes to improve operations.

Exemplifies the behavior and attitude that is expected from all YTHC employees.

Other Duties:

Participates on the CTUIR Human Resources Consortium. This group is responsible for inter-enterprise communication for Board of Trustees priorities and Employment Code Review/Recommendations.

Other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of Personnel and other Yellowhawk policies, privacy laws and related Tribal, local and federal regulations with the ability to develop, write and communicate policies related to them.

Knowledge of training, counseling and arbitrating techniques with skill in oral and written communication.

Knowledge of recruitment, retention and staffing procedures.

Skills in presentation and public speaking.

Knowledge of customer service concepts and practices.

Knowledge of disciplines, layoffs, internal investigation, separations, and unemployment policies and procedures.

Skill in managing multiple priorities and tasks concurrently to meet deadlines while establishing and maintaining cooperative working relationships with others.

Skill in operating a personal computer utilizing a variety of software applications.

Exemplifies employee conduct and performance.

Typical Physical Demands:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

Typical Working Conditions:

Work is performed in an office setting.

Other Aspects of the Position:

Requires occasional weekend and/or evening work. Normal hours are from 7:30 to 4:00, M-F.

May require travel for training and meetings.

Requires all duties to be performed with CTUIR cultural sensitivity.

Minimum Qualifications:

A Bachelor’s Degree in Human Resources, Organizational Development, Business or related field required.

Five years of Human Resource Departmental experience with progressively increasing responsibilities.

Five years of supervisory experience.

Tribal Human Resources Professional Certification (THRP) (to be obtained within 12 months of hire).

Must possess a valid driver’s license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check and a pre-employment drug and alcohol screening.

Preferred Qualifications:

A Master’s Degree in organizational development or business preferred.

Experience supervising Human Resource Departmental employees.

PHR, SPHR or other HR certification.

Experience in a health care organization preferred.

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center (YTHC) delivery of health care services, business operations and reputation are built on the principles of our employees’ fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the YTHC employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date