



YELLOWHAWK
TRIBAL HEALTH CENTER

POSITION DESCRIPTION

Position Title	Human Resources (HR) Generalist
Department	Human Resources
Reports To	Human Resources Director

Job Grade	E	Schedule: Full Time
Effective Date	July 2019	Benefitted

Position Summary

The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with the Human Resources department in supporting company goals and objectives. This position helps manage day-to-day operations of Human Resources and carries out responsibilities in the following functional areas: employee relations, record keeping, training, family medical leave program, and employment law compliance. Completes special projects as assigned in all areas of HR. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements, policies and relevant laws.

Essential Duties and Responsibilities:

Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions.

Coordinates and administers the orientation program in partnership with Payroll, Finance, Risk Management and all other departments involved in orientation. Ensures the employee completes the program, all required documentation is obtained in a timely manner, and records are maintained in the personnel file. Copies of credentials that are required by other departments are shared with them in a timely manner.

Maintains employee files and works with the Compliance Coordinator to notify and follow up on orientation and annual evaluations. Notifies employees, supervisors and Payroll when employees pass their orientation period.

Interprets and administers leave programs and policies in accordance with the applicable federal and state employment laws (FMLA, ADA, USERRA, Pregnancy Discrimination Act, etc.). Ensures that the workers' compensation program is managed in accordance with applicable OSHA and workers' compensation laws.

Works closely with employees to ensure that all relevant completed medical documentation is submitted for timely review. Maintains appropriate contact with all associates on leave and coordinates all aspects of return to work for associates on leave.

Implements all employee training programs that addresses Yellowhawk's needs including, new employee orientation, onboarding, management development, and compliance training

Complies with all existing governmental (federal, state, local, and tribal), legal and contractual reporting requirements including, but not limited to: AA/EEO, ADA, ACA, ERISA, FMLA, OSHA, Department of Labor and workers compensation.

Shall perform administrative and clerical duties for the HR office.

Develops human resources solutions by collecting and analyzing information; recommending courses of action.

Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.

Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.

Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.

Prepares reports by collecting, analyzing, and summarizing data and trends.

Protects organization's value by keeping information confidential.

Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.

Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Acts as the back up to the HRIS Clerk and Recruiter to provide support.

Serves as the HR representative for interviews.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Ability to become thoroughly familiar with the Yellowhawk HR Office's activities, commitments, policies, projects, and priorities.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Ability to create and continually improve systems and processes that support the creation and maintenance of employee records.

Ability to routinely and independently exercise sound judgment in making decisions regarding workload, where direction and/or precedents may not be available; determining approaches to complex issues, and familiarity with utilizing available resources to complete work.

Ability to practice strict confidentiality; demonstrating a level of professionalism, maturity and tact in handling highly sensitive and/or confidential information. Understands and demonstrates importance of the political landscape in actions and decision-making processes.

Exemplifies positive energy and enthusiasm with a “can do” attitude. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results. Demonstrate the ability to function effectively as a team member and team builder.

Demonstrated cognitive skills with the ability to anticipate and meet needs proactively.

Ability to exercise excellent organization, time management, analytical and problem solving skills. Must have attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.

Excellent communication skills and ability to communicate with discretion, diplomacy and tact. Actively listens, demonstrates interest and understands the subtext.

Ability to compose written information in a clear, well-structured and grammatically correct manner.

Must be professional, organized and persistent with all levels of staff in order to obtain and maintain proper forms and address issues as they occur.

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:

Most work is performed in office and community settings. There is occasional exposure to communicable diseases and other conditions associated with a clinic environment. There may be occasional exposure to agitated clients or patients.

Other Aspects of the Position:

Requires occasional weekend and/or evening work.

May require travel for training and meetings.

Minimum Qualifications:

Bachelor’s Degree, preferably in a business related field, i.e., Business Administration, Public Administration, Human Resources with two (2) years of demonstrated experience relevant to the position; OR

Associates Degree preferably in a business related field, i.e., Business Administration, Public Administration, Human Resources with four (4) years of demonstrated experience relevant to the position; OR

High School Diploma or GED with at least six (6) years of successful experience relevant to this position.

Requires THRP, PHR or SPHR certification or must be able to obtain within a year of placement within the position.

Demonstrated experience with an HRIS system or related system of data entry and tracking of employee vital statistics.

Demonstrated ability in the proficient use of computers, including an exceptional working knowledge of Microsoft Outlook, Word, Excel, Access and PowerPoint. Must be familiar with hand held devices that interface with Microsoft Outlook.

Must have strong interpersonal and communications skills, including the ability to communicate effectively orally and in writing.

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

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

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

