

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Human Resource Assistant

SUPERVISOR: Human Resource Director, or Designee

WORK STATION: Bishop

NON-EXEMPT - Full Time

POSITION SUMMARY: The Human Resource Assistant or HR Assistant is responsible to provide support for the Human Resource Department, reporting to the HR Director and HR Manager as needed for Toiyabe Indian Health Project (TIHP). The HR Assistant will assist with the implementation of policy and procedures approved by the Board of Directors and will assist all TIHP employees relating to policy compliance. Responsible for assisting in the recruitment, hiring, processing of employee related transactions, and, maintenance of employee benefits & programs, as needed by the department. Will also assist with addressing the needs of the administrative office, as needed.

QUALIFICATIONS:

1. Education – High School Diploma, or equivalent, and at least 2 years of college in Business Administration or equivalent. Desired Bachelors' Degree in Business Administration, with specialty in Human Resource Management or equivalent.
2. Experience - At least 2 years of progressive work experience in Human Resource Management or Personnel work..
3. Knowledge of personnel management principles and techniques.
4. Knowledge of current labor laws, including tribal employment rights laws, such as TERO (Tribal Employment Rights Ordinance), is desired.
5. Knowledge of recruitment, interviewing and hiring techniques.
6. Strong oral and written communication skills, including proven report writing skills.
6. Extensive computer skills with regular word processing programs (such as Microsoft Office) and various electronic technologies (internet searches, etc.,...).
7. Valid Drivers' License, insurable with TIHP insurance and the position requires travel, as necessary.
8. CPR certified or certified within three months of hire.
9. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
10. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Ability to collect, analyze and develop occupational data relative to jobs, job qualifications and worker characteristics.
2. Ability to provide technical level of advice and assistance on personnel management matters and problems.

3. Ability to interpret state and federal rules, regulations and bulletins and convert them into necessary personnel activity changes.
4. Maintain all personnel files and on-going pertinent data files (such as anniversary dates of six-month and annual evaluations, expiration dates for provider licenses, personal auto insurance policies and provider employee contracts).
5. In conjunction with the Fiscal Department (Payroll), maintains the Personnel System relating to compensation and employee benefits (timesheets, leaves, health benefits, employee retirement plan, and other compensable employee items).
7. Coordinates and conducts interviews for job openings. Follows policies, procedures and techniques for hiring and interview process.
8. Performs new employee personnel/workplace orientation as outlined in the Personnel Policy and Procedure manual.
9. Coordinate training activities applicable to the various TIHP departments and may act as consultant to employees in matters pertaining to career paths, as requested.
10. Collects, monitors, and processes for payment HR related bills and invoices.
11. Updates job descriptions, TIHP salary schedules, and develop all personnel forms per internal and/or Federal/State guidelines.
11. Provides maintenance of TIHP employee fringe benefit programs.
12. Works cooperatively with the department supervisors ensuring all employees are notified of official policy changes to the Personnel Manual and other pertinent personnel information.
13. Develops contracts for contracting units providing services to clients and personnel.
14. Performs duties with maximum confidentiality on all department issues.
15. Performs other job related duties as assigned by the Human Resource Director or designee.