

## **JOB ANNOUNCEMENT**

**POSITION:** Human Resources Coordinator

**PROGRAM:** Support Services

**SUPERVISOR:** Human Resources Director/Tribal Health Administrator

**SALARY RANGE:** \$24.66 - \$28.53 (Grade 22, Step 01 - Grade 25, Step 01)

**CLASSIFICATION:** NON-EXEMPT

**LOCATION:** OWYHEE, NEVADA

**OPENS:** March 28, 2023

**CLOSES:** Open Until Filled

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**Special Considerations:** This position is subject to random drug testing and background investigation because of access to sensitive personal data. Unless exempted by the provisions of the ADA, this person will be required to regularly operate Tribal vehicles, constituting additional criteria for random drug testing.

### **BASIC FUNCTION**

The incumbent will maintain an office located at the OCHF Facility. Primary duty is the development and quality of the Human Resources service to the Shoshone-Paiute Tribes. Responsible for providing strategic direction to the Tribes to accomplish quality service and employee development through supervisor training, fair policies that promote individual accountability, and the creation of a program that will encourage employees to aggressively pursue individually career development.

## **TYPICAL DUTIES**

Ensures streamlining of the HR function through automation of the day-to-day tasks and reporting, allowing the staff the time necessary to provide robust HR services for OCHF.

- Coordinates the dispersal of information to applicants regarding job openings, and the application process,
- Assures timely assembly of position announcements.
- Receives and reviews applications for OCHF employment and determines if applicants possess minimum qualifications.
- Documents recruitment procedures and necessary forms; assists in the development of recruitment policies, rules and practices.
- Ensures that special recruitment mailing lists are maintained and assists with outreach recruitment as needed.
- Ensures the OCHF job announcements are updated on the HR Website.

Provides information concerning human resources policies, procedures, wage rates and fringe benefits (Leave, Sick Leave, Medical benefits, retirement, etc.) to OCHF employees and senior staff as requested/needed.

- Contact for the staffing of complaints and grievances.
- Incumbent will perform other related duties as assigned.
- Will assure that Employee Handbook updates are distributed to OCHF staff.

## **MINIMUM QUALIFICATIONS**

- Associate of Arts Degree in human resources field.
- PHR Certification, preferred.
- Must have 4 Years + of personnel experience.
- Must have 1 year in a clinical personnel setting.
- Must have one (1) year computer experience and demonstrate proficiency in the use of Microsoft-based programs and proficient in Word and Outlook.
- Must have a valid driver's license.
- Knowledge of MIP or other accounting software with HR module.
- Must have knowledge of HIPPA guidelines.

## **Knowledge, Skills and Abilities**

- Thorough knowledge of Human Resources principles and practices.
- General knowledge of the principles and practices of proper safety procedures as well as equal opportunity recruitment and selection.
- Thorough knowledge of general office practices and procedures.
- Accurate mathematical skills to compute scores and compile data.
- Ability to communicate effectively both orally and in writing.
- Ability to understand, interpret and clearly explain policies and procedures.
- Ability to efficiently coordinate all details and persons involved in the recruitment and final selection process.
- Ability to establish and maintain effective working relationships with staff and Tribal members.
- Incumbent must be able to pass a background check.