



## JOB DESCRIPTION

**JOB TITLE:** Human Resource Director

**Closing Date:** January 20, 2021 or until filled

**Apply:** [jobs@schc.net](mailto:jobs@schc.net), please state which job you are applying for

**Contact:** Kelsie Bolaño 385-955-6539

**Location:** Salt Lake City, UT

**STATUS & SCHEDULE:** This is a full-time, salaried position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

**BENEFIT ELIGIBILITY:** This position is benefit eligible for medical, dental, vision, 401k, PTO and paid holidays.

**SUPERVISOR** – Reports to Strategy Officer

**SUPERVISES** – This position supervises the HR Generalist.

**TRAVEL** – Occasional travel is required for this position

**GENERAL SUMMARY OF DUTIES** – The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and strategy at Sacred Circle Healthcare.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

1. Collaborates with Executive team to establish the organization's goals and strategy related to staffing, recruiting, and retention.
2. Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
3. Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management. Ensures compliance with American Indian/Alaskan Native Preference policies.
4. Participates in developing department goals, objectives, and systems.
5. Responsible for on-boarding process ensuring the process is welcoming and organized. Completes Post-hire onboarding survey, results are submitted to the Executive team monthly.
6. Responsible for the administration of human resource programs including, but not limited to, compensation, benefits, and leave; talent management; productivity, recognition, and morale.

7. Facilitates employee or applicant grievance processes to ensure compliance with policies and procedures are followed.
8. Creates initiatives and oversees the career development programs for Confederated Tribes of the Goshute Reservation (CTGR) tribal members and AI/AN employees. Submits monthly reporting for number of Sacred Circle Healthcare (SCHC) CTGR and AI/AN employees and interns to the Executive team.
9. Oversees the annual Performance Evaluation (PE) processes, including PE criteria and PE compliance reporting is communicated to the Executive team and Quality Compliance team.
10. Oversees the 90-day New Employee Evaluation (NEE) processes, including NEE criteria, and NEE administration compliance. NEE compliance reporting is communicated to the Executive team and Quality teams.
11. Responsible for staff recurring training programs including post-testing results which are communicated to the Executive and Quality teams.
12. Responsible for management leadership programming and seminars including post-testing results which are communicated to the Executive and Quality teams.
13. Counsels employees and managers on employee relations issues. Serves as a mediator if necessary.
14. Responsible for employee disciplinary matters and guides referred employees through the corrective action and/or termination process according to policy, procedure, and legal requirements.
15. Oversees leave requests/approvals/declinations/returns in alignment policy, procedure and legal requirements.
16. Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
17. Monitors and ensures the organization's compliance with tribal, federal, and relevant local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
18. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to Executive team.
19. Maintains a high level of confidentiality at all times.
20. Develops and implements departmental budget.
21. Facilitates professional development, training, and certification and provides mentorship and career development to HR staff.
22. Performs other duties as required.

**REQUIRED SKILLS AND QUALIFICATIONS:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations, preferably with respect to sovereign tribal nations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource directorship experience required, preferably with American Indian/Alaska Native organization.
- Must hold a SHRM-CP, SHRM-SCP or THRP (Tribal Human Resource Professional) certification or be able to acquire one within twelve months of employment.
- Must submit at least 3 professional references. Letters of recommendation are encouraged

**PHYSICAL DEMANDS/WORKING CONDITIONS** – Normal office environment. Work is often performed under stringent timelines and some evening and weekend work may be required. Working in a health care clinic you may be exposed to communicable diseases or body fluids.

Please fill out an application or send a resume to [jobs@schc.net](mailto:jobs@schc.net). Sacred Circle Healthcare and Confederated Tribe of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native applicants.