



HUMAN RESOURCES ASSISTANT
Position Description

Department:	Human Resources
Job Code:	
Pay Range:	DOQ
Hours/Week:	40 hours
Position Type:	Full-Time

Reports To (Title):	Human Resources Director
Classification:	Non-Exempt
Effective Date:	August 23, 2023
Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the CBNHC Human Resources Department such as incoming document review, correspondence management, personnel file maintenance, and report preparation. May perform tasks in the areas of hiring, onboarding, benefits, meetings, and events; serving as a Point of Contact for the CBNHC HR Director; and performing specialized office tasks in support of the department.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan advocates and providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Education and Experience

- Associate's Degree in Human Resources, Business Administration or related field **OR** equivalent work experience.

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Strong collaborator with excellent verbal and written communication, organizational skills and attention to detail.
- Ability to present ideas and content to diverse audiences clearly and concisely.



HUMAN RESOURCES ASSISTANT

Position Description

- Must be able to prioritize tasks, use sound judgment, and make decisions with little direction or supervision.
- Proficiency with computers, Microsoft Office Suite and related software applications.
- Experience with or ability to quickly learn human resource information systems (HRIS).
- Ability to communicate clearly and effectively with staff, patients and other external parties in a courteous and friendly manner at all times.
- Must be able to maintain confidentiality at all times.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Prior experience working with Indian Health Services (IHS), a Tribe, or a Tribal healthcare organization.
- Associate's degree in Human Resources, Business Administration or related field.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.