

HUMAN RESOURCES DIRECTOR

Position Description

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

Reports To (Title):	Chief Executive Officer
Classification:	Exempt
Effective Date:	August 31, 2022
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 Resources Director requires strong organizational skills, an acute sense of business administration, and solid leadership skills. The Human Resources Directors focus on developing and enforcing the company's HR policies, plan, lead, and enforce recruitment, management, and employee relations policies. The Human Resources Director provides professional human resources support through planning, organizational development, strategic leaderships, coordination, implementation and administration of process and programs in the functional area of human resources in accordance with applicable policies and laws.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Plan, direct, and manage all human resource initiatives, such as recruitment, compensation, benefits, training, and employee relations.
- Maintains confidential personnel files and records; ensures secure storage of all personnel records.
- Establish human resources objectives following organizational goals along with federal, state, and tribal legal requirements.
- Implement human resources strategies through department accountabilities for talent acquisition, compensation and benefits, training and development, employee retention, and Navajo Nation compliance.
- Collaborate with other department managers to plan and deliver employee training programs, give employees feedback, ensure compliance with labor laws, and facilitate performance management.
- Responds to employee inquiries regarding employee and labor relations, training and development, recruitment, benefits administration and other general employee related issues.
- Participates in the conduct of investigations when employee complaints, concerns or grievances are brought forth and advise on response and resolutions.
- Provide guidance to administration and department managers on disciplinary and grievance issues to ensure compliance with rules, policies and procedures.
- Perform job analysis, develop and maintain accurate job descriptions and assess job classifications.
- Perform salary analysis to ensure the organization salaries are competitive in the market.
- Develop, implement, and evaluate effective recruitment, hiring, onboarding and exiting processes.
- Assist leadership with organizational development strategies including quality improvement, performance enhancement, performance needs analysis, and training recommendations.
- Oversee the performance review process. Ensure a fair and legal process is enacted, confidentiality is maintained, reviews are valid and completed in a timely manner.

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- Maintain confidentiality by ensuring any access to not public data be strictly limited to accessing the data that are necessary to perform the duties.
- While data are being accessed, take reasonable measures to ensure the not public data are not accessed by individuals without a work reason.
- Manage drug testing programs including scheduling, notification to supervisors, and maintaining required documentation.
- Administer benefit programs and annual open enrollment. Education employees on benefit plans.
- Administer disability management programs including FMLA, non-FMLA, LOA, short- and long-term disability and fitness for duty evaluations as necessary.
- Ensure compliance with State, Federal and Tribal employment regulations including, but not limited to, FLSA, FMLA, HIPPA, the Department of Labor, Worker's Compensation and the Navajo Preference in Employment Act (NPEA).
- Aid in response to Worker's Compensation and unemployment claims.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience

- Minimum of three (3) years of experience in personnel and benefits administration.

Education

- Bachelor's degree with coursework in personnel management, human resources, and business/public administration or related field.

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities as detailed.
- Demonstrated strong effective communication in writing, business presentations, and interpersonal communication.
- Experience with conflict de-escalation and resolution.
- Demonstrated a high degree of confidentiality in interpersonal interaction.
- Oversee employment law compliance and compliance to regulatory concerns.
- Demonstrated proficiency in policy development, documentation, training, and implementation.
- A detail-oriented mindset with excellent organizational abilities
- Empathy for employees and an ability for solving their problems
- Ability to communicate clearly and effectively external parties in a courteous and friendly manner at all times.
- Working knowledge of employment laws including, but not limited to, the Navajo Preference in Employment Act (NPEA) Americans with Disabilities Act, FMLA, FLSA, and Workers' Compensation.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.
- Knowledge of Microsoft Office and computer use.
- Clean background check and clean drug screen.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Master's Degree preferably in human resources or labor relations.
- Bilingual skills in English and the Navajo language.
- Prefer five (5) years' experience.

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



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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.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026

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.