LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS
LVDHC HUMAN RESOURCES
P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969 Phone: 906-358-4587 Fax: 906-358-4118

LVDHC
Lac Vieux Desert Health Center

JOB DESCRIPTION

POSITION: **Healthcare Human Resources Specialist**

LOCATION: **LVD Health Center, Watersmeet MI**

SUPERVISOR: **Human Resources Director**

EMPLOMENT: **Full Time - Exempt**

SALARY/PAY RATE: **$26.00 - $28.00 per hour**

UPON HIRE:

- **PTO**
- **Dental**
- **Vision**
- **Health Insurance**

Posting Expiration Date: November 13th, 2026

DESCRIPTION:

The Human Resources Services Specialist provides comprehensive human resources support to the Human Resources Director and serves as a key resource for employees throughout the organization. This position is responsible for supporting day-to-day HR operations while helping ensure compliance with employment laws, healthcare regulations, organizational policies, Tribal sovereignty, and internal HR practices.

The ideal candidate will have prior human resources experience within a healthcare setting and understand the unique needs of healthcare organizations, including clinical and non-clinical staffing, employee onboarding, licensure and certification requirements, employee relations, confidentiality, regulatory compliance, and the fast-paced nature of healthcare operations.

This position requires a highly organized, detail-oriented HR professional who can work independently, exercise sound judgment, maintain strict confidentiality, and effectively partner with the HR Director, department leaders, managers, and employees.

HR Operations & Employee Support:

- Provide day-to-day HR support to the HR Director, and all employees of the Lac Vieux Desert Health Center.
- Serve as a knowledgeable and approachable resource for employees regarding HR policies, procedures, benefits, employment practices, and workplace concerns.
- Maintain accurate and confidential employee records in accordance with organizational policies and applicable laws.
- Assist with the development, implementation, and administration of HR policies, procedures, and programs.
- Support the HR Director with special projects, organizational initiatives, audits, and HRrelated reporting.
- Assist with maintaining HR calendars, deadlines, compliance requirements, and personnel documentation.

Employee Relations & Management Support:

- Assist the HR Director with employee relations matters, investigations, performance management, coaching, corrective action, and documentation.
- Provide guidance to supervisors and managers regarding appropriate HR processes and documentation while escalating complex or sensitive matters to the HR Director.
- Help promote consistent application of organizational policies and employment practices.
- Maintain appropriate documentation and confidentiality regarding employee relations matters.
- Assist with addressing workplace concerns in a professional, objective, and timely manner.

Compliance & Healthcare HR Requirements:

- Support organizational compliance with federal and state employment laws, healthcarerelated requirements, and internal policies.
- Assist with HR audits and regulatory reviews and ensure required documentation is complete and readily available.
- Help maintain compliance with employment eligibility, background screening, required training, and other applicable employment requirements.
- Assist with tracking and reporting HR compliance metrics.
- Maintain awareness of healthcare workforce regulations and HR practices that may affect employees and operations.
- Support the HR Director in ensuring HR practices are consistently applied across clinical and non-clinical departments.

Recruitment & Staffing Support:

- Assist with recruitment activities for clinical and non-clinical positions.
- Coordinate interviews, candidate communications, reference checks, background checks, and pre-employment requirements.
- Work with hiring managers to ensure timely completion of recruitment and onboarding activities.
- Support efforts to attract and retain qualified healthcare professionals and support staff.
- Maintain accurate applicant and recruitment records within the HR Department or applicant tracking system.
- Ability to develop and maintain professional relationships with colleges, universities, healthcare training programs, and other organizations that support the education, training, and development of healthcare professionals.

Benefits & Leave Administration Support:

- Assist employees with general questions regarding health, dental, vision, retirement, and other employee benefits.
- Support benefits enrollment, qualifying life events, and related employee documentation.
- Assist with leave administration and maintain appropriate documentation, escalating complex leave matters to the HR Director or designated benefits/HR resource. • Maintain confidentiality of employee benefits and leave information.

Qualifications:

Required

- Associate's or Bachelor's degree in Human Resources, Business Administration, Healthcare Administration, or a related field; equivalent HR experience may be considered.
- 2–4 years of progressive HR experience, preferably with direct experience in a healthcare organization.
- Demonstrated understanding of HR policies, procedures, employee relations, and employment practices.
- Experience working with confidential employee information.
- Strong organizational and documentation skills with exceptional attention to detail.
- Proficiency with Microsoft Office and Human Resource Information systems.
- Ability to communicate effectively with employees, managers, clinical leaders, and executive leadership.
- Ability to prioritize multiple responsibilities in a fast-paced healthcare environment.

Preferred

- Previous experience supporting a hospital, clinic, long-term care, behavioral health, senior care, physician practice, or other healthcare organization.

- Healthcare HR experience involving clinical licensure, certifications, credentialing, background screening, or regulatory compliance.
- PHR, SHRM-CP, SHRM-SCP, or other relevant HR certification.
- Experience with employee relations, investigations, performance management, and policy interpretation.
- Familiarity with federal, state, and Tribal employment regulations applicable to healthcare employers.

Knowledge, Skills & Abilities:

- Strong knowledge of HR principles and best practices.
- Understanding of the unique workforce and compliance considerations within healthcare.
- Strong interpersonal skills and the ability to establish trust with employees and leaders.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving abilities.
- Exceptional attention to detail and follow-through.
- Ability to handle sensitive and confidential information with discretion.
- Ability to work independently while effectively supporting the HR Director and broader HR team.
- Ability to manage competing priorities and meet deadlines.
- Professional, approachable, and service-oriented demeanor. • Ability to exercise sound judgment and appropriately escalate complex or sensitive issues.

Physical & Work Environment Requirements:

This position is primarily performed in a healthcare/office environment and requires regular interaction with employees, managers, clinical staff, and leadership.

Position Success:

Success in this role will be demonstrated by providing responsive, accurate, confidential, and proactive HR support, maintaining strong HR processes and documentation, helping managers navigate employee-related matters, and serving as a dependable operational partner to the Human Resources Director.

The HR Services Specialist is expected to contribute to a positive employee experience while helping the organization maintain a compliant, well-organized, and effective healthcare workforce.

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: _____

LVD Health Center
Human Resources Department
P.O. Box 9, N5241 US 45
Watersmeet, MI 49969
Email: careers@lvdhealthcenter.com
Website: http://www.lvdhc.org **Phone:**
906-358-4587 Ext. 102
Fax: 906-358-4118

SIGNED: _____ DATE: ____10-27-26__