

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



JOB VACANCY

POSTED: 2/2/2024 UNTIL FILLED

POSITION: Human Resource Director
LOCATION: LVD Health Center, Watersmeet, MI
EMPLOYMENT: Full Time - Exempt
SALARY/PAY RATE: Based on Experience/Qualifications

UPON HIRE:

- 2 weeks paid vacation
- Dental
- Vision
- Health Insurance

DESCRIPTION:

The Human Resource Director will provide human resource leadership to the Lac Vieux Desert Health Center staff and is responsible for overseeing HR management as a member of the LVDHC administrative leadership team. This position will manage and direct the daily operations of staffing and recruitment, employee relations, maintenance of employee files and training. The HR Director will administer all employee benefits plans for the LVDHC staff.

DUTIES & RESPONSIBILITIES:

- Oversees and participates in assembling analysis, maintenance of records required by law or local governing bodies, or other departments in the organization.
- Directs and manages all functional areas of Human Resources; training and development, staffing and recruitment, and employee relations.

- Manages the identification and completion of open position request.
- Ensures all positions are posted according to the policies of the Lac Vieux Desert Health Center.
- Ensures that all applicants meet minimum qualifications.
- Manages the recruitment and hiring process for all positions.
- As a member of the administrative leadership team the HR Director, supervises all HR related activities, reports, communications, documents, and shares with the team.
- Coordinates new employee onboarding and orientation.
- Serves as a consultant and business partner to operational directors and management regarding disciplines or terminations. Ensures both discipline and terminations are applied fairly and consistently.
- Acts as the superuser of the APS/eSELSERVE HR/Payroll system.
- Suggests changes to the policies and procedures based on employee and company needs.
- Attends interdepartmental meetings with other managers.
- Researches compensation comparisons in surrounding area, every two years in order to create competitive salary/wage structures to be approved by Tribal Council.
- Ensures employee documentation is completed accurately and completely.
- Participates in employee investigations and ensures that all investigations are completed accurately and in a timely manner.
- Ensures that strict confidentiality is kept in all matters relating to protected employee information.
- Works with managers to determine employee performance and training needs.
- Documents all training in HR system and notifies departments of expired training.
- Sets up and monitors all mandatory annual training.
- Must be able to work well with co-workers, supervisors, and directors.
- Consults with legal counsel to ensure that policies comply with Federal law and Tribal ordinances.
- Manages employee Human Resource and Benefit files and documents.
- Responsible for the administration of employee life, health, dental, vision, and retirement plans.
- Supports management's decision-making process by analyzing benefit options & predicting future cost.
- Ensures compliance with federal, state, and local requirements by being aware of existing benefit laws and regulations.
- Distributes benefit package to new employees prior to their 90 days.
- Enrolls new employees in selected benefits.
- Resolves employee questions and problems by interpreting benefit policies and procedures.
- Communicates with all benefits vendors.
- Organizes open enrollment annually for all benefits.
- Coordinates the quarterly management team meetings.
- Oversees all exit interviews and procedures.
- Customer Service – manages difficult situations, responds well under pressure, solicits feedback to improve service.

- Interpersonal Skills – Focuses on solving conflict, maintains confidentiality, keeps emotions under control and remains open to ideas.
- Must be proficient in MS Office and other standard office application software. Possess demonstrated experience using analytical skills, as they apply to problem solving, program development, and administrative office coordination.
- Must have the ability to establish and maintain cooperative relationships throughout the organization.
- Must have the ability of self-expression through written and oral communication methods.
- Maintains record for employee retention, training, orientation licensing, employment contracts and annual performance evaluations.
- Must be able to manage people, including staffing hours, decision making, developing subordinates, contributes to positive team morale.
- Must demonstrate business acumen, ethical and professional approach to all work details.
- Flexible and assumes other responsibilities as assigned by management.

QUALIFICATIONS:

- Bachelor's degree in Human Resources or Business Administration from an accredited institution or a minimum of 5 years in related field or
- Minimum of 5 years direct experience managing multiple human resource functions such as training and development, employee relations, staffing and recruitment and benefits.
- Proficient in HR systems.
- Knowledge of compensation and benefits packages and policies.
- Strong leadership, communication, interpersonal and management skills a must.
- Required to possess and maintain a valid state driver's license.
- Must submit to a criminal background check.
- Must be able to pass a pre-employment drug test.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

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: 7/26/2018 Update Approval: 8/24/2022

**LVD Health Center
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SIGNED: _____ DATE: _____