



Urban Indian Center of Salt Lake POSITION DESCRIPTION

JOB TITLE: HUMAN RESOURCE MANAGER
SALARY GRADE: \$55,000 - \$73,000/YR (depending upon credentials & experience)
APPOINTMENT: FULL TIME (EXEMPT)
SCHEDULE: M-F 8:30 AM-5:00 PM (occasional weekend and evening)
SUPERVISORY: NO

The mission of the Urban Indian Center of Salt Lake is: “Serving *The People* by honoring Native cultures, strengthening health and wellness programs and cultivating community.”

SUMMARY OF WORK:

The Human Resource Manager is responsible for assisting the Urban Indian Center of Salt Lake’s (UICSL) Executive Director and the UICSL Board of Directors in administering the Human Resource (HR) function for the Agency. This position will report to the Executive Director and is located at our office in Salt Lake City, Utah.

DUTIES & RESPONSIBILITIES:

- Be the liaison between the staff and Executive Director and to all things Human Resource. Coordinate with them on HR issues.
- Facilitate recruiting for all new employees company wide, including:
 - Job postings
 - Initial screening of resumes
 - Setting up interviews for hiring managers
 - Sending out predictive index surveys to candidates
 - Coordinate with outside recruiting firm (a needed)
 - Onboarding of new employees
 - Complete all onboarding paperwork
 - Credentialing and privileging of employees
 - Set up time management and HR software
 - Facilitate getting the tools and equipment needed (desk, computer, etc.)
- Maintain HR files.
- Assist with the administration of the Agency’s health insurance and other benefits.
- Maintain Agency organization chart.
- Keep employee handbook up-to-date.
- Handle all workers comp issues, claims, and paperwork – Coordinate with other departments.
- Plan Agency parties and events.
- Facilitate trainings for employees.
- Facilitate employee performance evaluations.
- Maintain the phone directory.
- Assist with managing the phones and other technology.
- Provides basic health education, including health promotion and disease prevention (HP/DP) education.

KNOWLEDGE/SKILLS & ABILITIES:

- Extremely high work ethic and consistently does what it takes to complete a task or project
- Highly self-motivated and self-disciplined with the ability to work unsupervised
- HR experience on boarding and terminating employees, management of employee files, and tracking time and attendance

- Strong computer skills, including proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Internet
- Exceptional verbal and written communication skills. Strong interpersonal and communication skills a must
- Professional appearance
- Positive, teamwork-oriented attitude that collaborates well
- Reliable transportation
- Must be an extremely organized individual (files, tasks, desk, etc...) and detail oriented
- Ability to handle confidential information with great sensitivity
- Ability to work with limited supervision and high motivation
- Ability to prioritize multiple tasks in a fast paced, detailed oriented environment
- Must be able and willing to attend monthly board meeting and monthly executive committee meeting

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Human resources, Business Administration or closely related field.
- Minimum of 2-4 years of HR experience required. Knowledge of and a genuine respect for American Indian/Alaska Native values, customs, and practices.
- Must have valid Utah driver's license or ability to obtain upon hire.
- Must have a clean driving record and ability to be insured on UICSL auto policy.
- Must have a clean criminal background report.

All positions at the Urban Indian Center of Salt Lake have the responsibility to carry out functions to maintain inspection and survey readiness, participate in Quality Improvement initiatives, as well as assist in and/or provide education for health promotion and disease prevention. UICSL supports a safe, healthy and drug-free work environment through criminal and caregiver background checks, UICSL maintains a drug & smoke-free environment.

This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at the Urban Indian Center of Salt Lake (UICSL) is on an at-will basis, which means that your employment may be terminated by you or UICSL at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. UICSL reserves the right to change, replace, withdraw or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

**Indian hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications in order for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*