



Quartz Valley Indian Reservation

Position Description

Job title: Human Resources Specialist (Health Care)
Department: Administration
Primary Location: Anav Tribal Health Clinic
Classification: Full Time
Reports To:

Primary Purpose

Shall coordinate, organize, and implement personnel programs, operations, and functions of the Quartz Valley Indian Reservation with a focus and emphasis on The Tribal Health Program. Shall continually assess and improve employer-employee relations and perform a variety of professional personnel activities.

Essential Functions

In close collaboration with QVIR Human Resources department staff, shall lead the Human Resource functions of the Anav Tribal Health Clinic, and will be available to support the HR department, for all QVIR employees.

Shall plan, organize, coordinate, and manage personnel functions including, but not limited to recruitment, selection, classification, wage and salary, employer-employee relations, personnel file maintenance, and employee benefits.

Shall advise and counsel management and employees on matters pertaining to customer relations, employee evaluations, employee training programs, corrective action plans, employer-employee relations, grievances, complaints, disciplinary action, etc., in accordance with Tribal policies and applicable laws.

Shall gain fluency and expertise in current Tribal Personnel Policies and Procedures; assist in the implementation of new policies and procedures; and forward comments and suggestions to the Tribal Administrator, the Anav Tribal Health Clinic Health Administrator, and Department Managers as necessary.

Shall post vacancies in compliance with the Tribal Personnel Policies and Procedures. Shall develop accurate position descriptions prior to posting positions, including obtaining appropriate Tribal approval.

Shall maintain the confidentiality and security of all personnel records. Shall audit all personnel files for completeness and notify employees and Directors of corrective measures, as necessary.

Shall ensure all new employees receive or have direct access to the Personnel Policy Manual

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as well as any updates or reminders pertaining to them and be available to answer employee questions. Shall prepare and maintain all forms necessary to orient new employees Shall either perform the orientation or forward paperwork to the Supervisor and be available for guidance.

Shall receive and process all paperwork for new employees, forwarding to other departments, as necessary.

Shall schedule all drug screens and criminal background checks for employees in accordance with Tribal policies and applicable laws. Shall process Live Scan Requests.

Shall maintain an electronic database of personnel information and produce reports as requested.

Shall review and maintain documentation pertaining to employee benefits (medical, dental, etc.) and be available to answer employee questions Shall monitor monthly reports and add/delete employees, as necessary. Shall maintain open communications with the Fiscal Department regarding employee benefits packages.

Shall be available for local and out-of-the-area travel as required for job-related training. Shall attend all required meetings and functions as requested.

Shall assist in the development and updating of the Tribal Policies and Procedures, including but not limited to Emergency Operations and healthcare accreditation.

Shall ensure that healthcare staff members maintain current credentials and licenses to work legally in their field or specialty, monitoring upcoming renewal dates, and reviewing information on potential new employees to ensure all required licenses and credentials are current before hiring.

Shall be responsible for credentialing and re-credentialing Anav Tribal Health Clinic practitioners, as well as ensuring enrollment with participating patient health plans. Credentialing functions include, but are not limited to, processing credentialing applications, performing verifications, and updating and maintaining ATHC's credentialing database in accordance with internal policies and procedures, patient health plan contracts, as well as applicable state and federal requirements.

Shall perform other duties as assigned.

Competencies

Must possess high school diploma or equivalent.

Some college courses and at least three years of related experience. Healthcare industry experience preferred.

General knowledge of Human Resources practices and laws and ability to research rules and regulations governing the health care system in relation to its employees.

Must have basic office skills, to include telecommunications, typing, telephone, filing, keyboard, ten-key adding machines, copiers, computers, Microsoft Office (Word, Excel,

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PowerPoint, and Outlook), etc.

Must have excellent mathematical and communications skills, both oral and written.

Must have good time management skills.

Must possess a valid driver license, good driving record, and be insurable by the Tribe's insurance carrier.

Must adhere to confidentiality and HIPAA policies.

Must have technology skills to include social media platforms, human resources information software, Applicant Tracking System, cloud technology, and teleconferencing platforms.

Shall attend all required meetings and functions as requested.

Shall be readily available for local and out-of-the-area travel as required for job-related training.

Shall participate in trainings that are available and pertinent to the job.

Familiar with current Federal and State regulations and legislation that may affect employee benefits.

Experience interfacing with Payroll Department regarding employee deductions.

Knowledge of HIPAA and privacy regulations and how these apply to the workplace.

Ability to answer employee benefit questions and work with insurance companies to reconcile issues.

Ability to create Excel spreadsheets and use data entry to track employee benefits.

Knowledge of employee recruiting and new employee orientation processes.

Ability to compose and write business letters and memos.

Other Requirements

Must be able to pass background check.

Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.

Must have a valid driver's license and insurable under the Tribe's insurance policy.

Shall be bondable.

Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

_____ Print Name	_____ Signature	_____ Date
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Approved

_____ Business Council or Health Board	_____ Signature	_____ Date
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