



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Human Resources Assistant
Department: Human Resources
Supervised By: Human Resources Director
Location: Alpine
Status: Non-Exempt
Posted: July 19, 2017
Closing Date: Until Filled
Salary: \$14-\$21/hr DOE
Grant: N/A
Hours: Full Time, Monday-Friday, 8:00AM-4:30PM Flexibility to work evenings and weekends may be required based on need.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Human Resources Assistant will provide general administrative support for the Human Resources Department. His/her duties may include updating records; drafting, preparing letters/emails, filing correspondence and employee data. S/he will assist with processing of new hires; s/he will interact with staff to provide general information and refer questions to the Human Resources Director as well as will assist with the preparation of required reporting documents (i.e. COBRA, EEO, workers compensation, etc.)

SPECIFIC DUTIES AND RESPONSIBILITIES:

The duties of the Human Resources Assistant may include, but may not be limited to the following:

1. Creates and maintains personnel files for SIHC employees in accordance with legal requirements and policies/procedures.
2. Completes new hire documents, I9s, badges, enrollment in benefits, performance evaluations, etc.
3. Conducts background checks- references, criminal, FBI checks and follows up on outstanding matters.
4. Coordinate recruiting and staffing logistics.

5. Maintain a log of all job announcements and set up folders to hold applications for each of the open announcements.
6. Drafts and finalizes correspondence related to employee issues; i.e, appointment letters, temporary assignments, internships, etc.
7. Keep calendar of events and documentation for the Human Resources Department.
8. Assists with SIHC Board of Directors Personnel Committee meetings.
9. Assists with orientation and interviews as assigned.
10. Files paperwork, makes copies, scans documents and returns calls as necessary.
11. Other duties as assigned.

QUALIFICATIONS:

Education/Experience: A High School diploma or GED certificate is required. Knowledge of Human Resources functions is preferred. Minimum (2) years general experience in an office setting is required. Experience with computer word processing and Excel program required. Good letter writing and documentation skills required. Must be 18 years of age or older.

License A valid California driver's license is required at the time of appointment and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

Character: Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, follow instructions, and exercise a high level of attention to detail, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be able to maintain a high level of confidentiality.

Other: Applicants must successfully pass a pre-screening tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.