



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: WWW.FDIHB.ORG
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

HUMAN RESOURCES GENERALIST (RECRUITING)

Position Description

Division:	Human Resources
Department:	Recruiting
Job Code:	
Salary Range:	\$25.71-\$32.14/hourly
Hours/week:	40 hours/week
Type of Position:	Regular Full-Time

Reports to (title):	Medical Recruiting Manager
Job Location:	Tséhootsooí Medical Center
Supervises:	N/A
Classification:	Non-Exempt
Effective Date:	March 28, 2010
Revised Date:	April 1, 2019

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

This position is responsible for providing key human resources expertise and functions to the I recruiting department. This includes recruiting, interviewing, hiring, onboarding, and ensuring staff are well informed of human resources policies and programs.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Assumes responsibility for effectively completing assigned human resources functions.

- Responsible for performing recruiting, interviewing, hiring and onboarding functions in a timely manner for all FDIHB medical and nursing professional candidates. Ensures all hiring processes are effective and legally compliant.
- Assists in managing the human resources information system, maintains and updates employee records, completes assigned tax, insurance, and benefits reporting requirements, and ensures that FDIHB records and reporting are in compliance with federal and state regulations.
- Courteously and promptly assists in resolving employee requests, complaints and problems. Counsels employees and managers concerning job related matters.
- Monitors the performance appraisal program and recommends adjustments as necessary
- Ensures personnel are well informed of human resources policies and procedures.
- Coordinates the updating of job descriptions; receives and reviews job descriptions from department managers. Ensures

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information is complete and current.

- Administers benefits programs. Processes claim resolution and changes of reporting. Communicates related information to employees

Assumes responsibility for the accurate, complete, and timely preparation of records, reports, and other documents.

- Maintains and updates employee files. Ensures these files are complete and in compliance with FDIHB policies and legal regulations.
- Ensures payroll records including time cards, sick leave, personal leave, overtime, insurance deductions and tax forms are properly maintained and preserved. Submits information to payroll specialist as scheduled.
- Ensures employment and enrollment forms including W-4s, insurance, retirement, and benefits documents are current and complete. .
- Prepares, reviews and approves all required regulatory reporting documents.
- Ensures all human resources records are maintained in accordance with established FDIHB policies and applicable to Navajo Nation Law and other regulations.
- Stays abreast of personnel management and related legal requirements.

Assumes responsibility for effectively completing assigned human resources recruiting department functions.

- Assists in implementing key medical and nursing professional recruiting processes, procedures and goals. Recommends improvements as appropriate.
- Assists with the development and implementation of a structured onboarding program for medical and nursing professionals.
- Ensures personnel are well informed of medical and nursing recruiting processes and procedures.
- Responsible for the management of recruitment emails concerning recruitment, hiring and onboarding processes.
- Ensures prospective medical and nursing professional candidates are well supported throughout the application and hiring process.
- Administers the pre-screen interview , and formal onsite interview to ensure well qualified candidates are available for position openings.
- Attends and represents FDIHB at medical and nurse recruiting events as assigned. Assists with candidate follow up post recruitment event attendance as needed.
- Collaborates with Medical Division to ensure all medical staff professionals have met the criteria for credentailing and privileging in accordance with the FDIHB Medical Staff Bylaws.
- Collaborates with Nursing Division to ensure nursing professionals maintain required nursing credentials.
- Completes all recruiting activities in compliance with established FDIHB policies, procedures, and legal regulations.
- Attends meetings as assigned.
- Assists in the preparation of all required medical and nursing professional reports.
- Ensures FDIHBs professional reputation is maintained.
- Will be required to work irregular hours as determined by supervisor; evenings, weekends, and holidays.
- Performs other duties and projects as assigned.

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MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Three (3) years' experience in general human resources and one (1) year experience in any recruitment setting.
- Education:
- Associate's degree in related field or equivalent experience
- Mandatory Knowledge, Skills, Abilities:
- Competent understanding of Human Resources processes and systems as well as governing regulations.
 - Competent understanding of processes utilized to attract, hire and retain medical and nursing professionals.
 - Solid interpersonal and public relations skills
 - Excellent oral and written communication abilities.
 - Proficiency in office related computer programs and human resources software and application
 - Must have the ability to interact with staff (at all levels) in a fast paced environment.
 - Able to work well independently and in a team environment.
 - Well organized and attentive to detail.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Professional in Human Resources, Tribal Human Resources Professional or Professional Recruiter Certification.
- Bilingual skills in English and the Navajo language

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

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OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

REVIEWED BY	Jamie Whitehorse	TITLE	HRISA/Director of Security
APPROVED BY	Margaret Lynch	TITLE	Chief of Human Resources
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of this **HUMAN RESOURCES GENERALIST (RECRUITING)** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
