

# National Indian Health Board



**April 2021**

## **National Indian Health Board Seeks Human Resources Manager**

***Key Skills: Human Resources and Benefits Management, HR Assessment; Creating Position Descriptions, Hiring, Developing Standards, Foster Teamwork, Talent Management Proficiency, Promoting Process Improvement, Building Accountability/Rewards Structure, Building Relationships, Organizational Astuteness, People Skills, Retaining Employees, Assess Training Needs.***

The National Indian Health Board (NIHB) is rapidly growing, and we are seeking a full-time high performing Human Resources Manager to lead the HR infrastructure development, management and personnel management growth for NIHB. NIHB is projecting an increase in staff to 50 full time employees. The successful candidate will conduct an HR organizational assessment followed by developing an HR strategic plan. The HR manager will lead, coordinate, and fulfill the day-to-day activities in human resources and lead the development and regular updates of the employee policy manual. Incumbent will provide training, as needed, on policies, procedures, benefits and emergent HR issues. The HR Manager will develop an employee recognition program and lead or support human resource activities, such as compensation, performance evaluation, employee relations, employee benefits administration, and training. Oversee the analysis, maintenance, and communication of records required by law or local governing bodies, and departments in the organization. Consult with legal counsel to ensure that policies comply with federal and state laws. Oversee the workers compensation and unemployment insurance programs for employees in multiple locations. Lead the development of HR department goals, objectives, and systems. Train managers about HR policies and procedures and how to achieve equitable application. Coordinate management training in interviewing, hiring, and personnel management. This is to include training management staff on how to conduct performance evaluations, accountability, and disciplinary actions including documentation, writing warnings, employee improvement plans and employee separation. Manage the full-life cycle of recruitment and hiring to include the requisition process, creating position descriptions, job postings, sourcing candidates, applicant tracking, interviews, candidate offers, internal change of status, new hire orientation, and on-boarding Lead onboarding in partnership with Directors and Management staff. Manager will

work collaboratively with leadership to create and sustainable Fellowship program. Provide HR Counsel to the CEO as needed. Represent the organization at human resources-related hearings and investigations.

**About the Organization:**

The [National Indian Health Board](http://www.nihb.org) (NIHB) is the nation's premiere national Tribal health and public health organization. This dynamic non-profit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes in matters concerning health and public health, including health systems, public health infrastructure, health service and status. NIHB makes a difference as we serve all federally recognized Tribes, American Indian and Alaska Native (AI/AN's) and advocates for the federal government to uphold its trust obligations to the Tribes for health and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service. Learn more about NIHB at [www.nihb.org](http://www.nihb.org).

**Position Summary:**

Position reports to Chief Operating Officer

Position is located in Washington, DC.

**Required qualifications include, but are not limited, to the following:**

- *At least one year of Indian Country professional experience;*
- Bachelor's Degree in human resources, psychology, business administration, organization development, communications, or related field is essential.
- 5-7 years' experience in progressive positions in human resources to include experience in HR compliance, staffing, recruitment, employee relations with at least two (2) of those years in an HR leadership or management capacity.
- Experience with electronic HR management software.
- Excellent interpersonal skills required.
- Excellent writing skills required.
- Must be highly organized and have a consistent work style.
- HR certification highly desired. Healthcare and nonprofit experience is a definite plus.

**This is a grant-funded position:**

**Employment is contingent upon funding availability.**

**HOW TO APPLY:** Interested candidates must include the following to be considered:

1. Your current resume;
2. Your cover letter specific to the position for which you are applying;

Send your resume and cover letter in one PDF file to: [jobs@nihb.org](mailto:jobs@nihb.org) with your last name, the name and the title of the position for which you are applying in the subject line.

Position will remain open until filled.

***Equal Opportunity Employer:*** NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

**Salary and Benefits:** Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).

SAB  
4/7/21