



National Council of Urban Indian Health

Position Description

Title: Human Resource Manager

Reports To: The Human Resource Manager will report to the Deputy Director of the National Council of Urban Indian Health.

Job Overview: The Human Resource Manager will work closely with the Deputy Director to plan, lead, direct, develop, and coordinate the policies and activities to support NCUIH's new and existing human resources, ensuring legal compliance and implementation of the organization's mission and talent strategy.

Human Resource Manager Responsibilities:

- Recruits, interviews, hires and supports the onboarding of new staff
- Oversees the daily human resources workflow.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements human resources budget.
- Facilitates professional development, training, and certification activities for staff.
- Performs other duties as required.





Human Resource Manager Qualifications:

- Bachelor's Degree
- Prior HR experience required
- Accounting experience preferred
- Must possess excellent decision-making, strategic thinking, leadership, interpersonal, and ethical conduct skills
- Knowledge of business and management principles
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Knowledge of business and management principles
- Computer skills and knowledge of office software packages
- Must be trustworthy and dependable; arrive on time bring diligence and strong work ethic to the office every day
- Must exercise confidentiality on sensitive issues and practice good discretion in the interest of NCUIH
- Must be able to consistently present a positive attitude and contribute to a harmonious team environment. We are looking for enthusiasm and energy.
- Must be willing to make mistakes (we all do), and learn from them. The ability to keep an open mind and continue to grow and learn is critical when working for NCUIH

Job Type:

Temporary. Temporary with option to become Full-Time, pursuant to availability of funds.

Benefits:

NCUIH offers an attractive suite of benefits for full-time exempt employees, including full medical/dental/vision, 403b retirement, and long- and short-term disability insurance. NCUIH offers a fun, dedicated work environment with passionate colleagues and meaningful work.

Salary:

\$53,000-\$65,000 / year

To Apply:

Please send the completed [Application for Employment](#), resume, cover letter and writing sample to jobs@ncuih.org. The cover letter should include what the applicant wants to gain out of this employment, why he/she is interested in this position as well as a brief summary of career goals.





About the National Council of Urban Indian Health:

The National Council of Urban Indian Health was founded in 1998 to represent the interests of Urban Indian Organizations (UIOs) before Congress and Federal agencies, and to influence policies impacting the health conditions experienced by urban American Indians and Alaska Natives (AI/AN). The National Council of Urban Indian Health is a 501(c)(3), membership-based organization devoted to support the development of quality, accessible, and culturally sensitive health care programs for AI/AN living in urban communities. NCUIH fulfills its mission by serving as a resource center providing advocacy, education, training, and leadership for urban Indian health care providers. NCUIH strives for healthy American Indians and Alaska Natives living in urban settings, which comprise over 70% of the AI/AN population, supported by quality, accessible health care centers and governed by leaders in the Indian community. NCUIH represents UIOs receiving grants under Title V of IHCA and the American Indian and Alaska Natives they serve.

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