

JOB VACANCY ANNOUNCEMENT

Opening Date:	January 31, 2020	Closing Date:	Until Filled
Position:	Director of Human Resources	Reports to:	VP of Administration
Salary/Wage:	Grade E26; \$134,723- \$148,745/YR DOE	Department:	Human Resources
Hours:	Monday-Friday; 8:00am – 5:00pm	Location:	ASNA

Renew your sense of adventure! An exciting role has recently become available for an experienced, dynamic, and passionate Director of Human Resources at Samuel Simmonds Memorial Hospital, operated by Arctic Slope Native Association, located in Utqiagvik (formally Barrow), Alaska. Accredited by the Joint Commission, the hospital operates as a 10 bed critical access facility, and we are the farthest north certified Level IV Trauma Center. For additional information, visit www.arcticslope.org.

Summary:

Under the direction of the Vice President of Administration, this position will effectively manage all HR processes, administer ASNA employment practices, recruit and hire qualified candidates, manage new employee orientation, communicate with all levels of management and employees, act as a resource for other departments with issues regarding personnel, and oversee compensation practices and benefit programs. The director will develop and recommend HR practices and procedures to assist in the growth of the organization while adhering to all regulatory agency requirements and accrediting body standards: CMS, The Joint Commission, etc.

Essential Job Functions:

- Demonstrate thorough knowledge of the organization's history, mission, services and organizational structure.
- Consult with all levels of the administration including legal counsel, community and governmental representatives.
- Formulate a budget that is efficient and cost effective for the Human Resources Department.
- Develop and update ASNA's Master Staffing Plan to ensure staff efficiency and effectiveness.
- Develop, maintain, and update all position descriptions.
- Continuously evaluate recruiting resources and strategies.
- Participate in job fairs, hospital tours, and other events as needed.
- Oversee hiring process for selection of permanent professional and ancillary staff.
- Maintain a list of qualified applicants and placement agencies for temporary workers.
- Assess staff development, orientation, and training needs; select learning strategies, customize material, train staff and evaluate the effectiveness of development programs.
- Manage ASNA's comprehensive compensation plan and review the plan annually; analyze relevant market factors and report data and proposed changes to administration and related policies and procedures.
- Manage ASNA's employee benefit plans to include evaluating current plans, working with broker to obtain new plan bids, renegotiate plans as necessary, coordinate open enrollment meetings, and provide oversight of open-enrollment meetings and paperwork administration.
- Mediate conflicts between employees to resolve misunderstandings; facilitate communication to promote positive employee relations and grievance handling.
- Administer the implementation of individual performance improvement plans, letters of discipline, and other remedial actions required to enhance or correct performance; facilitate termination.
- Develop, review, and revise ASNA's Personnel Policies Manual.
- Participate in performance improvement, continuous quality improvement (CQI) and Joint Commission activities.
- Work directly with department managers to assist in carrying out responsibilities related to human resources matters.
- Manage workers' compensation processes, maintain documentation and follow-up with insurance carrier.
- Ensure continuity and successful delivery of functional services to staff throughout the organization.
- Interact regularly with Payroll regarding benefits.
- Monitor and ensure the organization's compliance with federal, state, and local employment laws/regulations, and recommended best practices.
- Ensure effective delivery of human resource applications and provide overall prioritization of work assignments and management of functional team resources and activities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Bachelor's degree in Human Resources, Finance, Business Administration or similar field required.
- Masters in related field preferred.

- Five to seven years of progressive experience in human resources required.
- Three years of supervisory experience required.
- Three years of senior leadership in an organization with a minimum of 150 employees preferred.
- Experienced leader who is well organized, self-directed and capable of a broad range of managerial tasks.
- Knowledge of healthcare management principles, practices and procedures is preferred.
- Senior Professional Human Resources (SPHR) and/or Professional Human Resources (PHR) certification preferred.
- Experience with Kronos Systems preferred.
- Experience in senior leadership correspondence preparation and report writing required.
- Working knowledge of EEO, FMLA, and COBRA is required.
- Working knowledge of PL 93-638 Tribal Self-Determination is strongly preferred.
- Working experience of engaging with regulatory auditing organizations is required.
- Working experience with The Joint Commission and Centers for Medicare and Medicaid Services is strongly preferred.
- Proficiency with retirement plan administration strongly preferred.
- Prior experience working in Tribal Health care or other tribally affiliated organizations preferred.

Desired Knowledge, Skills & Abilities

- Comprehensive knowledge of employment regulations, performance management, compensation, benefits, organizational planning, and employee relations.
- Ability to develop reward and recognition programs.
- Ability to communicate and write accurately, clearly and concisely; excellent presentation skills.
- Demonstrate sound managerial judgment, discretion, initiative and decision-making.
- Ability to maintain thorough documentation.
- Ability to handle multiple responsibilities, determine priorities, meet deadlines, and accomplish detailed work with accuracy and clarity.
- Ability to develop and maintain quality indicators.
- Ability to maintain a sensitive, fair, and impartial approach to dealing with others.
- Demonstrated ability to create and implement progressive recruitment and retention programs.
- Ability to analyze complex situations and make recommendations to senior management.
- Demonstrated ability to lead, coach, train, and develop others.
- Demonstrated ability to define problems, collect appropriate information, establish facts, conduct investigations and draw valid conclusions.
- Must have the ability to research and analyze various types of data information.
- Ability to develop and monitor budgets as well as analyze compensation and benefits data.
- Comprehensive knowledge of federal, state and other labor/employment law as well as organizational policy and procedure to ensure all activities of Human Resources are in compliance.
- Must have excellent interpersonal skills and the ability to communicate effectively with employees at all levels.
- Ability and willingness to work at an operational level as a “hands on” team member while also providing strategic leadership.
- Ability to work with leadership to create a vision, transform the vision into actionable projects for the HR team, remain persistent and drive projects to accomplishment.
- Maintain confidentiality.
- Support ASNA’s mission and goals; follow all policies and procedures.
- Demonstrate knowledge of Joint Commission standards applicable to all services provided within the department.

Benefits

- Competitive Salary
- Full Medical, Dental, and Vision Insurance
- Life and AD&D
- Disability, Accident, Critical Illness, and Hospital Indemnity
- Retirement Plan, including Employer Contributions
- Generous Paid Time Off (Approximately 29 days for 1st Year of Service)
- Subsidized Housing and Relocation Allowance

How to Apply

Submit cover letter of interest, current resume and application to applications@arcticslope.org Provide three professional references with application. For additional Information Contact: Human Resources Department, Arctic Slope Native Association, Ltd./P.O. Box 29 / Barrow, AK 99723 / 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.
Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.