



Nevada Urban Indians, Inc.

(775) 788-7600

Nevadaurbanindians.org

### **DESCRIPTION**

Under direct supervision of the Chief Executive Officer (CEO) and/or Director of Operations (DOO), **The Human Resources Manager** develops policies, directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree preferred.
- 2 years of job-related experience in a human resource department or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Must have a current CPR card or be able to obtain one.

### **ESSENTIAL FUNCTIONS:**

- Assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook, policies and procedures manual.
- Assists employees and management with all HR functions including but not limited to, Leaves of absence, benefits, applicant screening.
- Recruit for new positions and oversee new hire orientations.
- Ensures required staff training is completed on time and documented.
- Researches and investigates complaints, issues and/or inquiries; reviews and evaluates information; identifies possible courses of action based on information gathered and discusses with CEO for disciplinary actions.
- Coordinates health, dental, vision, and life insurance enrollments with Fiscal Department.
- Maintains personnel files in compliance with applicable legal requirements.

Nevada urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preferences may apply to some positions dependent upon funding agency. (i.e. Bureau of Indian Affairs, Title V and Indian Health Services funded positions).