



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: HR Healthcare Generalist I or II

OPEN: May 15, 2023

EXEMPT: No

SALARY: (8/9) \$23.05-\$29.82/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: May 30, 2023

JOB CODE:

DIVISION: Administration

DEPARTMENT: Human Resources

SUPERVISOR: ERM

VACANCIES:2

JOB SUMMARY: The Human Resources (HR) Healthcare Generalist II will report to the Employee Relations Manager (ERM) and serve as the main point of contact for the healthcare divisions (i.e., Lummi Tribal Health Center, Lummi Counseling Services, and Behavioral Health). The HR Healthcare Generalist II will perform the daily functions including, but not limited to assisting with the healthcare Personnel Requisition Form (PRF) job postings, screening applicants, scheduling, and facilitating interviews, conducting background checks, and onboarding staff.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Maintain current and accurate healthcare job descriptions.
2. Serve as the main point of contact for the healthcare job files and communicate this to the hiring supervisor.
3. Responsible for filling the healthcare vacancies from start to finish (i.e., posting vacancies to clearing an employee to work).
4. Screen healthcare applicants in accordance with the HR policies in Section 203.
5. Help the hiring supervisor with re-advertising a healthcare position when no applicants meet the minimum qualifications.
6. Coordinate, schedule, and facilitate the healthcare interviews of qualified job applicants.
7. Responsible for assisting with the healthcare hiring process (i.e., reference checks, background checks, approval by supervisor, job offers, denials, new hire packet, etc.).
8. Conduct background checks for the healthcare new hires through the following databases, but not limited to Lummi Tribal Court, Judicial Information Systems (JIS), Washington Access to Criminal History (WATCH), out-of-state, and CAMIS child(ren) protective services (CPS).
9. Process fingerprints utilizing the federal Criminal Justice Information Systems (CJIS) and the Tribal Access Program (TAP).
10. Obtain the drug test results for the healthcare new hires.
11. Prepare the Certification of Investigation and Adjudication letter for the healthcare new hires and transferred employees that pass the background check and collect a signature from the HR Adjudicator.

12. Draft unfavorable determinations for the healthcare new hires and collect a signature from the HR Adjudicator.
13. Process motor vehicle requests (MVR) and add healthcare employees to the MVR list when they meet the Lummi Nation insurance requirements.
14. Communicate the final clearance to the hiring supervisor (i.e., background check results, drug test results, and MVR results).
15. Maintain a copy of all necessary documents for the HR Department (i.e., background checks results, UA results, unfavorable determinations, MVR results, etc.).
16. Manage the healthcare job files in an organized/systematic way to track each step of the hiring process and maintain job files for two (2) years.
17. Shred the healthcare job files after two (2) years of the official job posting date.
18. File daily work and archive HR files as necessary and in compliance with the retention schedule.
19. Coordinate and facilitate the annual and random drug and alcohol testing for healthcare employees in accordance with the HR policies in Section 603.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; and
 - Three (3) years of experience in Human Resources; and
 - Three (3) years of experience working for a tribal government, organization, entity, or enterprise;
 - Willing to obtain and maintain, at the soonest opportunity, the Employee Investigation & Adjudication Training Certificate from the Personnel Security Consultants, Inc.; **OR**
- Associate degree in Public and Tribal Administration, or related field; and
 - One (1) year of experience in Human Resources; and
 - One (1) year of experience working for a tribal government, organization, entity, or enterprise; and
 - Willing to obtain and maintain, at the soonest opportunity, the Employee Investigation & Adjudication Training Certificate from the Personnel Security Consultants, Inc.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Master level computer skills and knowledge of HR computer software and systems.
- Excellent verbal and written communication skills.
- Possess strong planning and organization skills.
- Able to work independent and in a team environment.
- Ability to counsel and instruct adults successfully.
- Experience working as a facilitator, mentor and/or instructor.
- Ability to design, develop, and implement job descriptions, interview questions, etc.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.
- Must always maintain strict confidentiality with highly sensitive information being generated in the Human Resource Department.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.