

Opening Date: September 5, 2017

Closing Date: Until Filled

Position:

## Human Resources Director

Reports to:

Vice President of  
Administration

Salary/Wage: Grade GG:\$106,294-\$114,967/YR DOE

Department:

Human Resources

Hours:

Monday-Friday; 8:00am-5:00pm

Location:

ASNA

### **Brief Summary:**

Direct the activities of ASNA's Human Resources Department. Oversee all functions in human resources including: recruiting, staffing, staff relations, orientation and staff development, compensation and benefits, retention, act as a resource person for other departments with issues surrounding personnel. Develop and recommend human resources practices and procedures that assist in the growth of the organization.

### **Qualifications:**

Undergraduate degree in Human Resources, Finance, Business Administration or similar field required.

Five years of prior experience in human resources or finance management required.

Two years supervisory experience required.

Masters in related field preferred.

Experience in hospital-based human resources is preferred.

Prior experience working in Tribal Health care or other tribally affiliated organization preferred.

### **Desired Knowledge, Skills and Abilities:**

Demonstrated ability to communicate and write accurately, clearly and concisely; excellent presentation skills.

Express excellent judgment, discretion, and decision-making.

Maintain thorough documentation.

Demonstrate the ability to handle multiple assignments, balance priorities, and make decisions quickly.

Manage competing demands; able to deal with frequent change, delays or unexpected events.

Demonstrated ability to develop and maintain quality indicators.

Maintain a sensitive, fair, and impartial approach to dealing with others.

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.

Proficient skills in the use of computers; Applications used: Microsoft Word, Excel, and HRIS.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO 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.*

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