



Ways to apply: Online at Indeed or ZipRecruiter, or by emailing an application to UKB Federal Corporation Human Resources department at corporatehr@ukb-nsn.gov

JOB DESCRIPTION

Job Title: Human Resources Specialist – Healthcare
Location: Echota Behavioral Health
Supervisor: HR Director
Status: Non-Exempt
Salary: TBD

Job Summary:

The Human Resources (HR) Specialist plays a vital role in managing and supporting HR functions within Echota Behavioral Health. This position focuses on recruitment, employee relations, compliance, benefits administration, and training to ensure a well-functioning and compliant healthcare workforce. The HR Specialist will work closely with clinical and administrative leadership to foster a positive workplace culture, maintain regulatory compliance, and provide essential HR support to employees.

Primary Responsibilities:

Recruitment & Onboarding

- Coordinate job postings, candidate screening, and interview scheduling for healthcare positions.
- Conduct new employee orientations and ensure completion of all required documentation.
- Assist in credentialing and licensure verification for clinical staff.
- Maintain and update employee records and personnel files in accordance with regulations.

Employee Relations & Compliance

- Serve as a point of contact for HR-related inquiries, concerns, and workplace issues.
- Ensure compliance with tribal, state, and federal employment regulations.
- Assist EBH director in resolving employee relations matters, including conflict resolution, grievances, and disciplinary actions.
- Support performance management processes, including evaluations and corrective actions.

Benefits & Payroll Support

- Assist employees with benefits enrollment, questions, and claims.
- Maintain accurate records for leave tracking (PTO, medical leave, etc.).
- Coordinate with payroll staff to ensure accurate processing of wages, deductions, and benefits.

Training & Development

- Support mandatory training programs, such as HIPAA compliance, workplace safety, and professional development.
- Maintain training records and track continuing education requirements for healthcare staff.
- Organize and assist with employee engagement initiatives and wellness programs.

HR Administration & Reporting

- Review HR policies, procedures, and the employee handbook regularly and propose updates as needed.
- Track and report key HR metrics, including turnover rates, staffing levels, and compliance data.
- Assist EBH Director in coordinating employee appreciation and recognition programs.
- Perform other duties as assigned.

Qualifications & Requirements

- Bachelor's degree in Human Resources, Business Administration, Healthcare Administration, or a related field (preferred).
- 2+ years of HR experience, preferably in a healthcare or clinical setting.
- Knowledge of employment laws, HR best practices, and healthcare compliance standards.
- Experience with HR software, payroll systems, and applicant tracking systems (ATS).
- Strong organizational and multitasking abilities.
- Excellent interpersonal and communication skills.
- Ability to handle confidential information with discretion and professionalism.
- Certification such as PHR (Professional in Human Resources) or SHRM-CP (Certified Professional) is a plus.
- Preference is given to Native applicants in accordance with P.L. 93-638 and UKB and Tribal preference policies.

Employment At-Will Statement

As outlined in Personnel Policy Section 1-5, employment with Echota Behavioral Health is at-will, meaning:

- Employees may resign at any time, with or without notice or cause.
- The organization may terminate employment at any time, with or without notice or cause, as permitted by law.

Employee Acknowledgment

I acknowledge that I have read and understand the responsibilities and policies outlined in this job description. I agree to adhere to all policies and expectations set forth by Echota Behavioral Health.

Employee Signature: _____

Date: _____