

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
JOB POSTING CLOSING DATE: 8/7/22

Job Title: Human Resources Assistant	Status: Non-exempt – Hourly
Reports To: Human Resources Manager	Classification: .60 FTE – w/Benefits
Starting Wage Range: \$23-26.00/hour, DOE	Location: Portland, Oregon
Department: Administration	

Job Summary

The Human Resources Assistant (HRA) will work under the supervision of the Human Resources Manager (HRM) to assist with and support the efforts of NPAIHB's Human Resources Program. The HRA will assist with recruitment efforts, administrative tasks, staff communications, staff events and staff trainings. The HRA will provide professional, confidential services to employees, job applicants and others seeking information or assistance from the HR department.

Essential Functions

1. Employee Communications

- Provide constructive positive communication to all staff.
- Be available and willing to serve any employee that brings questions, concerns or other matters to HR.
- Provide confidential and professional services to employees when delivering information, or to meet specific needs, such as answering questions about policies or staff benefits.
- Act as a source of information on the Program Operation's Manual; operate within established policies and procedures and communicate/clarify NPAIHB policies and procedures to staff.

2. Training, Development and Performance Management System

- Assist with on-going training sessions for staff, supervisors, managers and project directors on Board policies
- Assist with the coordination of professional development trainings (team building activities, manager/supervisory trainings, etc.).
- Serve as secondary administrator of the NPAIHB performance management system. Set-up new users, create & update review templates, and provide training to staff.

3. Recruiting, Staffing and Hiring

- Work with HRM to in fill vacancies.
- Serve as a member of the NW Tribes Cultural Team

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- Develop relationships with tribal contacts and educational systems for posting and distribution of open position announcements and other recruitment activities.
- Look for additional websites and channels for recruitment of applicants.
- Post open positions and send to distribution list.
- Assist HRM with hiring, and onboarding activities
- Keep recruitment, hiring, and onboarding information confidential

4. General HR Duties

- Process and prepare reports, documents, forms and other correspondence as needed for position or as requested by the HRM or Operations Director.
- Assist with staff event planning

5. Other Duties

- Perform other duties as assigned by the HRM or Operations Director.
- Log activities in the EMAR system.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan and organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and, with the approval of the OD, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications

- Desire to pursue a career in human resources and work towards obtaining HR certification is required
- Working towards a B.A/B.S. degree in HR or related field preferred
- One year of HR experience preferred
- Two years of experience working with tribal communities or other Indian organizations. Experience with NW tribes preferred.

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- Ability to skillfully gather and analyze information.
- Ability to maintain confidentiality and objectivity
- Ability to think creatively to problem-solve with staff
- Demonstrates oral and written communication skills reflective of a professional organization; including ability to speak clearly and professionally.
- Demonstrates the ability to communicate in a friendly, courteous and professional manner.
- Demonstrates the ability to assist with conducting group presentations and help facilitate meetings.
- Intermediate user of Microsoft Publisher, Word, Excel, and PowerPoint.
- Highly organized and motivated, and able to carry out responsibilities with minimal day to day supervision.

Typical Physical Activity:

Physical Demands:

Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements:

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions:

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements:

Local travel is infrequently required. Overnight travel outside of the area is infrequently required.

Disclaimer:

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

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Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO: HR@npaihb.org