JOB DESCRIPTION

Job Title: HR Employee Relations Specialist.

Note: Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

POSITION SUMMARY.
Under the Direction of the HR Director, the Employee Relations Specialist advise, guide and coach Swinomish Indian Tribal leaders and employees employment matters including policy interpretation, HR procedures, employee conflicts, performance management, and employee transitions within and/or of the Swinomish Indian Tribe. The Employee Relations Specialist will also conduct investigations into Employee Relations matters focusing on employee complaints, advising Human Resources team on termination and coaching, and applicant/employee complaints. The Employee Relations Specialist will partner with the Legal Department, and General Manager to ensure a fair and consistent approach to policies and procedures, thus promoting a positive cultural work environment at the Swinomish Indian Tribal Community. This role also requires an adaptable approach in order to consult with a variety of leadership personalities, communication styles and expectations. This position acts as an independent, confidential resource providing clients with analysis of facts, conclusions and recommendations as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES.
The list is intended only to illustrate the various types of work that may be perform. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Provide counsel and assistance to team members and all levels of management on ER issues. Maintain accurate, timely, and required documentation of activities to ensure quality employee relations records and metrics.
- Routinely exercises judgment within broadly defined policies and practices.
- Ability to listen well, understand root causes of a situation, then provide guidance and coaching to leaders on how to proceed.
- Recommends or take appropriate actions to address concerns as needed. Provides front-line support in the prevention, investigation, resolution, and referral of ER problems.
- Maintain ability to work in a fast-paced environment and effectively manage competing priorities.
- Exercise sound judgement and expertise within broadly defined policies and practices.
- Conduct dispute reviews to include corrective action performance reviews. Consult and build relationships with all levels of team members.
- In an on-going capacity act as a liaison between employer, and employee, overseeing employee relations. His involves receiving and effectively landing employee complaints, escalating these complaints to the level of disciplinary action when necessary.
- Responsible for the end-to-end recruitment process including but not limited to sourcing effective channels, advertisement posting, screening, interview, offer handling, on board arrangement. Support other departments initiatives specially related to HR and Staff Development.
- Develops, posts, and advertises position vacancies as assigned; assists in the coordination of recruitment, interviewing and selection process.
- Processes employment applications and assists in the other employment activities.
- Arranges for oral interviews and testing of applicants, as appropriate and permissible; Assists in the administration of examinations.
- Assists in gathering background and reference check information on candidates.
- Assists in new employee orientation.
- Assists in conducting pre-employment and drug random testing according to Tribal Policy.
- Communicate HR related updates and notifications with employees.
OTHER DUTIES
Because of the Swinomish Tribal community’s commitment to community service and the wellbeing of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION.
• Associates Degree required in Human Services, or related Education background.
• Bachelors Art Degree preferred.
• Must have at least three to five years of experience working in a tribal government organization with knowledge of personnel procedures.
• Must be able to maintain confidentiality on all personnel matters.
• Demonstrate leadership skills, training, and presentation skills.
• Must have a valid Washington State Driver’s License.

SPECIFIC SKILLS / KNOWLEDGE / ABILITIES REQUIRED FOR POSITION.
Preparing job announcements and advertisements; operating a personal computer, work processing, spreadsheets and related software; carrying out assigned projects independently to their completion; communicating effectively verbally and in writing; Establishing and maintaining effective working relationships with applicant’s employees. Officials, tribal members and the general public; maintaining confidential and sensitive information. Modern office practices and techniques. Modern policies and practices of human resources Administration; Classification, compensation and benefits, recruitment, selection, training and employee relations.

Employment Conditions:
The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of HR Relations Specialist is considered to be an exempt “standard Hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: __________________________________________________________

Supervisor: __________________________________________________________

Employee: __________________________________________________________

Supervisor: __________________________________________________________