



**STRONGHEARTS**  
Native Helpline

### BASIC INFORMATION

<b>Job Classification</b>	
<b>FLSA Status</b>	Non-Exempt
<b>Provisional Period</b>	90 days
<b>Job Title</b>	Human Resources Generalist
<b>Location</b>	TBD
<b>Funding Source</b>	Grant Funded
<b>Department</b>	HR
<b>Position Type</b>	Full-time
<b>Reports to</b>	Chief Financial Officer
<b>Supervises</b>	None
<b>Shift</b>	Day
<b>Salary/Hourly Rate</b>	Negotiable

### GENERAL POSITION PURPOSE STATEMENT

#### **Organizational Summary:**

StrongHearts Native Helpline is a safe, anonymous and confidential helpline for Native Americans and Alaska Natives affected by domestic, dating and sexual violence. By dialing 1-844-7NATIVE (1-844-762-8483), nationwide 24/7, callers can connect at no cost one-on-one with knowledgeable StrongHearts advocates who can provide lifesaving tools and immediate support to enable survivors to find safety and live lives free of abuse.

#### Mission Statement

We exist to restore power to Native Americans impacted by domestic, dating and sexual violence by weaving together a braid of safety, sovereignty and support.

#### Vision Statement

We envision a return to our traditional lifeways where our relatives are safe, violence is eradicated and sacredness is restored.

#### StrongHearts Values

StrongHearts values are based on Indigenous values and beliefs. Through them, we honor our ancestors with our life and work. Our organizational values include Culture, Balance, Interrelatedness, Humility, Bravery, Resilience and Trust.

## Position Summary:

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

The HR Generalist is scheduled for a 40-hour week; however, job duties may occasionally require work outside regularly scheduled hours.

## ESSENTIAL RESPONSIBILITIES AND DUTIES

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

*This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor or management.*

## MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience preferred.
- SHRM-CP a plus.
- Significant experience living and/or working in Native communities required.
- Deeply rooted in Indigenous thought and culture and informed by high-quality research and approaches.

## OTHER REQUIREMENTS AND WORK CONDITIONS

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Ability to work as a team member, providing support and constructive feedback in interpersonal interaction
- Ability to work with people from a variety of backgrounds and experiences
- Intentionally and actively fostering positive working relationships and organizational culture
- Knowledge of tribal, state and national advocacy organizations working to effect social change and that address the issue of violence against Native women.
- Local, state and regional travel as required.
- Ability to read, write and converse in English.
- Must have emotional and physical stamina to tolerate prolonged sitting or standing to deal with a variety of stressful situations, including responses to complaints, difficult requests from programs and individuals in crisis, and internal and external interactions, to effectively work long and at times odd hours, while maintaining a sense of humor.
- Works in a normal office environment with minimum exposure to dust, noise, or temperature extremes. Requires bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations.