



JOB POSTING

TITLE: Human Resources Generalist
DEPT: Human Resources
PAY: \$35,568/yr

JOB SUMMARY

RED RIVER – Responsible for all Human Resource activities for the company. Provide advice and assistance, follow-up on company policies, procedures, and documentation. Coordinates the resolution of specific policy-related and procedural problems and inquiries.

MINIMUM QUALIFICATIONS

REQUIRED - High school diploma or GED required | At least 21 years of age | Associates Degree in Human Resources or business and 2 years' Human Resources Representative experience | **-OR-** 4 years of experience in an HR Representative role in a business environment | 1 year experience in a lead or supervisory role | Minimum of 2 years working experience in 2 or more of the following disciplines: Team Member relations, recruiting, workforce planning and benefits, and compensation administration (ability to demonstrate proficiency) | Minimum of 2 years working knowledge of statutes related to employment law, including but not limited to: Title VII of the Civil Rights Act, Age Discrimination and Employment Act, Sexual Harassment, the Fair Labor Standards Act and the National Labor Relations Act (ability to demonstrate proficiency) | Minimum of 2 years working knowledge of benefits programs administration including federal laws governing 401(k) ERISA, COBRA, HIPPA, Family Medical Leave, ADA, Worker's Compensation, Section 125, and Tribal/Federal/State laws with 90 days to acquire knowledge or Tribal Law (ability to demonstrate proficiency) | Strong mediation, counseling, coaching, and interviewing skills | Minimum of 1 year working knowledge of Indian Gaming regulations and policies (ability to demonstrate proficiency) |

ESSENTIAL DUTIES - All Team Members must embrace and deliver Kiowa's Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training | Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner | Conducts New Hire Orientations and assists with exit interviews; makes recommendations to the management team for corrective action and continuous improvement according to Kiowa Casinos HR approved policies and procedures | Work with Directors and Managers on a one-on-one basis | Represents HR in interviews to ensure all Federal Laws and Kiowa preference Policy are adhered to | Develop appropriate and effective communications to Team Members on Human Resources programs and initiatives throughout the company | Provides advice, assistance, and follow-up on company policies, procedures, and practices to Team Member and Management Teams | Receives or initiates communication to and from Managers, Supervisors, and Team Members about various HR functions. Documents, analyzes, and takes appropriate action based upon all available and relevant information under general direction of Human Resources Manager | Responsible for minimizing business risk and enhancing the company culture by ensuring that all management are trained in all required legal subject areas -- Compliance, Code of Conduct, Diversity, & Sexual Harassment, Interviewing, and selection skills, and employment law | Advises and coaches managers / Team Members to effectively address client organizational and Team Member relations issues. Seeks opportunities and suggest ways to improve efficiencies and productivity | Provides expert advice, counsel, and coaching to senior leaders and Managers on Team Member related issues such as, but not limited to: performance management, investigations, termination decisions, corrective action, Human Resources, and Company policies and procedures, and all employment/labor laws through programs, practices, policies, investigations, and actions, etc. | Maintains current and complete understanding of Federal and State laws including case law and regulations such as Title VII of the Civil Rights Act, FLSA, ADA, FMLA, ADEA, and state laws | Stays abreast of changing legislation impacting Human Resources functions | Promote Team Member involvement and excitement about business and culture | Responsible for ensuring that performance issues are addressed in timely and appropriate fashion | Responsible for ensuring that individual performance assessments are calibrated with department and business results | Compiles data from personnel records and prepares reports | Updates Team Member files to document personnel actions and to provide information for payroll and other uses | Assist with hiring, retaining, promoting, performance evaluations, training, disciplining, and terminating Team Member with concurrence of the Department Director, Chief Operating Officer/General Manager, and the Director of Human Resources | All other duties as assigned | Must adhere to departmental, organizational, state, and federal safety rules and regulations, applicable processes for safe operation, appropriate Personal Protective Equipment, in addition to any/all related controls for personal welfare and the safety of others |

IMPORTANT NOTES

1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description and an application or an internal application, if you are currently employed by Kiowa. 2) Native American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holidays, and weekends as scheduled. Current Team Members are also encouraged to submit an updated resume with their internal application. All Team Members must submit an internal application for each interested position. For example, if you have applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

STATUS: 1 F/T | POSTED: 05/19/23 | REMOVE: When Filled



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