
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P. O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913*

**Job Description**

POSITION: Director of Human Resources

DEPARTMENT: Human Resources

REPORTS TO: Lac Vieux Desert Tribal Council/General Manager

LOCATION: Resort

EMPLOYMENT: Full-Time

SALARY: Depending on Experience

JOB DESCRIPTION:

The Director of Human Resources (HR) Provides HR leadership to the Resort team members as well as the Tribal team members. The HR Manager will manage and direct the daily operations of HR department including Staffing and Recruitment, Employee Relations, and Training.

DUTIES AND RESPONSIBILITIES:

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Directs and manages all functional areas of HR; Training and Development, Staffing and Recruitment, and Employee Relations.
- Manages the identification and completion of open position requisitions. Ensures all positions are posted according to the policies of Lac Vieux Desert Band of Chippewa Indians and Resort policies.
- Ensures that all applicants meet minimum qualifications. Manages the recruitment and pre-selection process for all positions.
- Oversees and participates in assembling analysis, maintenance of records required by law or local governing bodies, or other departments in the organization.

- Serves as a consultant and business partner to operational managers and senior management regarding corrective action or terminations. Ensures both discipline and terminations are applied fairly and consistently throughout the companies.
- Manages and produces employee turnover reports. Ensures employee documentation is completed accurately and completely, Manages employee HR files and documents. Participates in employee investigations. Ensures that all employee investigations are completed accurately and in a timely manner.
- Responsible for establishing, executing and maintaining attendance records for training such as Sexual Harassment, TIPS training and all other required/mandated training.
- Ensures that strict confidentiality is kept in all matters relating to protected employee information.
- Must be able to work well with Co-workers/Supervisor/Managers.
- Must consistently demonstrate a high level of customer service to customers and employees, and represent the casino in a friendly and professional manner.
- Shall cooperate with the Director of Gaming Commission and Commissioners to ensure compliance with all rules and regulations of the LVD Casino requirements.
- Consults with legal counsel to ensure that policies comply with Federal law and Tribal ordinances.
- Assists in the development of policies and procedures.
- Responsible to enforce all rules, regulations, policies and procedures set by Resort.
- Responsible for the training, supervision, scheduling and development of all Department Team members.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

MINIMUM QUALIFICATIONS:

- Minimum of 5 years direct experience managing multiple HR functions such as Training and Development, Employee Relations, Staffing and Recruitment and Benefits in a casino environment required.
- Willingness to work in a smoking environment.
- Previous experience conducting employee investigations and completing investigative summaries required.
- Ability to communicate effectively and professionally in oral and written form required.
- Knowledge of database software: human resources system; internet software; order processing systems; spreadsheet and word processing software.

- Previous experience leading and managing a group of employees in a professional setting required.
- Must be willing to work evenings, week-ends and holidays.
- Required to possess and maintain a valid state driver's license.
- Must be able to receive and maintain a Gaming License.
- Must pass background checks and other pre-employment screenings.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Human Resources or Business Administration from an accredited institution or 5+ years in related field.
- Previous casino HR experience
- PHR/SPHR certification preferred.
- Must be able to be approved for and maintain a valid gaming license.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

OUR MISSION

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Approved by Tribal Council: December 27, 2016