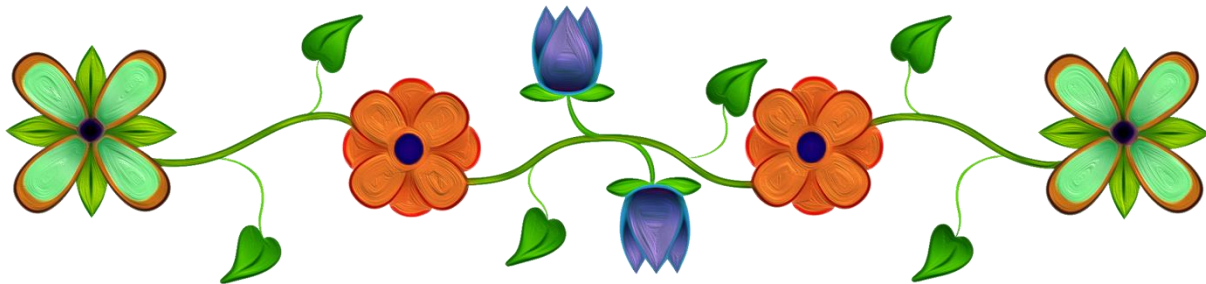


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Human Resources Assistant
Department: Administration
Hourly Rate: \$19.00-\$22.00
Full Time: 40Hrs/Week
Exempt: No/Hourly
Supervisor: BRHWC Human Resources Manager
Posting Date: Public
Opens: August 20, 2025
Closes: September 04, 2025, at 4:30 pm

Job Summary: : The Human Resources Assistant reports to the BRHWC Human Resources Manager and is responsible for the day-to-day administration of policies and programs typically covering the following accountabilities: recruitment, compensation, training, employee relations, personnel research, performance management, and other secretarial and administrative duties as assigned.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Program Manager or the supervisor.

- Supports the day-to-day efficient operation of the HR office.
- Payroll:
 - Ensuring accurate and timely distribution of employee paychecks or direct deposit.
 - Maintaining and updating payroll systems with employee information and changes.
 - Assisting in producing payroll reports when needed.
- Establishes proactive Employee Relations Programs that promote the development of the workforce.
- Provides support and coaching to management teams in all planning-related related processes.
- Assists with all Human Resources programs.
- Serves as a communication link to the Tribal Council when needed.

- Oversees and manages the recruitment process, including job description writing, job postings, applicable website and file maintenance (Bad River Tribal, Indeed.com), interview set-up, Tribal Council hires, all new hires, and all applicable documentation involved in this process.
- Maintains compliance with Tribal, Federal, and State regulations regarding employment.
- Conducts new hire orientations when needed.
- Implements local policies and procedures to ensure compliance with the Tribal Ethics and Compliance procedures.
- Assists in monitoring and administration of the Performance Management Process.
- Maintains accurate records within the Human Resources system and compiles reports from all applicable HRIS databases.
- Assistance with employee relations counseling and exit interviews.
- Assistance in writing and developing policies.
- Other duties as assigned.

Cultural Sensitivity:

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- High School Diploma or equivalent is required.
- A minimum of 3 years of office or Human Resources experience is required.

Preferred:

- Associate's in related field.
- PHR or SPHR Certification preferred.

Other Skills and Abilities:

Required:

This is a required driver position.

Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

Required driver check, to meet eligibility for Tribal Insurance.

Language Skills:

- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills
- Ability to work in diverse settings and communicate effectively with a broad range of related systems.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

Reasoning Ability:

Good interpersonal skills and ability to work with individuals and families with objectivity and courtesy. Ability to deal with difficult clients and maintain a professional attitude. Must be able to multi-task and have excellent customer service skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to make home visits. Position requires some walking, standing, bending, stooping and occasional lifting, up to 20 lbs. Subject to inside and outside working conditions.

Work Environment: The working environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

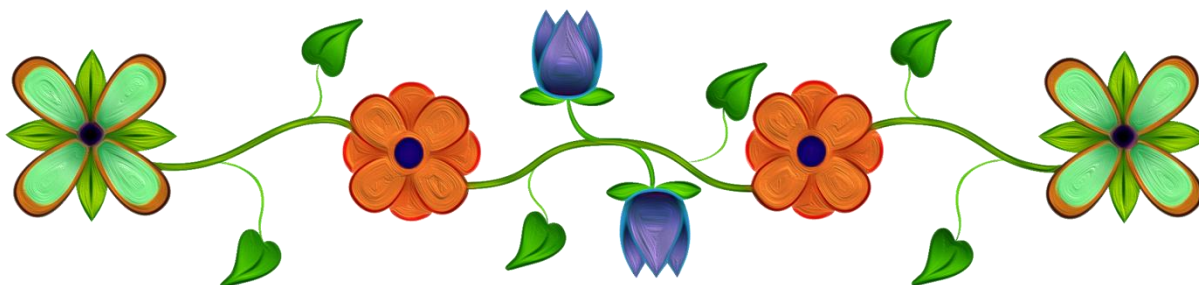
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov
darcie.powless@badriverhwc.com