



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> EXECUTIVE RECRUITER RETENTION SPECIALIST		<b>JOB CODE:</b> EXRS
Business/Gaming Establishment		<b>EEO:</b> 2
Exempt		<b>PAY GRADE:</b> 25
Flex	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Executive Recruiter Retention Specialist works in implementing processes and programs that advance effective recruiting and retention of the company's most important asset our team members. The role of Executive Recruiter Retention Specialist performs professional level human resources work and carries out responsibilities in one or more of the functional areas, such as staffing, employee relations, training, employment retention, and safety. This role carries out administrative work involving the human resources functions and maintains related records; develops and improves policies, programs, and procedures to improve the effectiveness the enterprise's operations. Develop and deploy a retention plan that promotes our workplace as a positive, safe, and rewarding place to work.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Develop social media and event-based recruiting opportunities to identify applicants and secure referrals by assisting and participating in employment events such as career fairs or job fairs and other recruitment/human resources related activities at a minimum of twice per year, and follow up with potential candidates to promote applicable openings within the businesses.
2. Provide recruitment counsel and guidance with current trends to hiring managers, supervisors, directors and human resource staff with hiring and employment data on a daily basis. To include competitive research.
3. Use social media, job boards, internet sourcing, and other technical means to search for employable candidates for open positions on a daily basis.
4. On a quarterly basis, analytic evaluation of existing recruitment strategies and provide feedback which may include but not limited to; gaps in recruitment, communication issues, transportation issues, skill deficiencies, lack of qualifications.
5. Daily develop excellent and productive relationships with all stakeholders required to build a competitive recruiting operation that identifies and documents staffing goals.
6. Attend job fairs at community events, colleges, Ho-Chunk and American Indian gatherings, and corporate events, and follow up with potential candidates to promote applicable openings within the businesses. As well as networking with various labor agencies.
7. Gather qualitative and quantitative retention data by conducting and analyzing employee surveys and/or stay interviews. This is to include an updated competitive analysis.
8. Coordinate (and possibly conduct) supervisor and management training and development programs. Implement recognition and appreciation programs across the organization. Along with a retention plan that promotes our workplace as a positive, safe, and rewarding place to work.
9. Improve the company's employer brand within the community.



**JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Position responsible for recruitment and retention of business staff
Supervisory Accountability	None
Organizational Accountability	Position responsible for recruitment and retention of business staff program development and maintenance
Financial Accountability	None
Customer Accountability	Interfaces with Officials and Executives and inside customers
Freedom to Act	Operates with Significant independence

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Bachelor Degree from in Social Sciences or Human Resources.
2. Business Degree or six (6) years applicable experience in lieu of HR degree.

**ESSENTIAL:**

1. Ability to obtain a Class 2 and 3 gaming license.
2. Ho-Chunk Nation sensitivity.
3. Possess sensitivity to Indian culture.
4. Background in staff development and mentorship.

**EXPERIENCE:**

1. Six (6) years minimum human resource experience required.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to develop new recruiting techniques using technology and multi-media.
2. Creation of a recruitment and marketing plan for recruitment.
3. Knowledge of the latest online recruiting sources and methodologies.
4. Ability to network with local/state labor agencies and similar groups and represent the Ho-Chunk Nation businesses in a professional and positive way.
5. Screen and assess candidates to obtain work history, education, training, job skills, salary requirements, and to provide information about past organizations and positions.
6. Knowledge of compensation and scheduling for models that better align with today's workforce.
7. Ability to be the subject matter expert information to workforce development and trends.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager in coordination with the employee ensures that appropriate training, counseling, and understanding of applicable procedures to ensure that assigned work is done safely and efficiently.

**WORKING CONDITIONS**

1. This position will primarily operate in an office setting.
2. This position will conduct significant traveling between the Ho-Chunk Nation businesses and their surrounding communities.
3. See Physical Demands Worksheet.