



Human Resource Manager

Supervised by:	Executive Director
Location:	Sioux Falls, SD or Pierre, SD
Status:	Full-Time (Exempt)
Salary:	DOE

SDUIH OVERVIEW:

South Dakota Urban Indian Health, Inc. is a mission-driven nonprofit healthcare organization dedicated to delivering high-quality, patient-centered care through two full-time primary care clinics serving Native and urban communities across South Dakota. Headquartered in Pierre and operating in partnership with the Indian Health Service, SDUIH is committed to advancing the health, wellness, and quality of life of the communities it serves.

Joining SDUIH means becoming part of our Tiwahe — our family. We foster a supportive and empowering workplace culture built on equitable pay, flexibility, professional growth, and employee wellness. Our team members are valued as essential contributors to meaningful, community-centered healthcare transformation.

SDUIH employees enjoy traditional benefits, such as:

- Health, dental, and vision insurance.
- Employer-paid life insurance provided by SDUIH.
- Paid leave benefits, including Paid Time Off (PTO), sick leave, wellness leave, and paid holidays.
- Employer-paid short-term and long-term disability insurance provided by SDUIH.
- Participation in the SDUIH 401(k) Retirement Savings Plan, with a 100% employer match on the first 4% of employee contributions, subject to plan eligibility and terms.

POSITION SUMMARY:

The Human Resources (HR) Manager is responsible for planning, implementing, and overseeing human resources programs, policies, and procedures that support the organization's workforce and strategic objectives. This position manages a broad range of HR functions, including employee relations, recruitment and onboarding, compensation and benefits administration, performance management, credentialing and privileging, policy compliance, and employee separation processes. The HR Manager ensures compliance with applicable tribal, federal, and state employment laws, maintains accurate personnel records, supports organizational audits and accreditation activities, and serves as a resource to leadership and employees on human resources matters.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Organizational Development, or a related field; or equivalent experience administering/managing the human resources functions of an organization.
- Pass a federal background check. Must not have any felony convictions as related to the Indian Child Welfare Act.
- Provide Indian Preference documentation if claimed.
- Must be CPR certified or willing to obtain CPR certifications within 6 months of employment.

SKILLS & ABILITY TO:

- Interpret policies and procedures.
- Analyze complex problems and adopt an effective course of action.
- Interpret administrative directives and use initiative and professional judgment in application of said directives.
- Plan, implement and evaluate HR programs.
- Compile records, correspondence, wage and benefits studies and analysis and other personnel management information.
- Establish and maintain effective working relationships with staff and the general public.
- Create and design innovative HR programs and systems which anticipate and respond to strategic organizational issues.
- Effective and positive communication, both verbally and in writing, and promote the plans and programs of HR to all employees.
- Analyze and develop creative and innovative solutions to complex human relations problems using conflict resolution techniques.
- Maintain confidentiality of all records and information submitted to the HR.
- Participate and coordinate staff involved projects.
- High compassion and empathy.
- Good listening and observation.
- Attention to detail.
- Critical thinking and problem-solving.
- Maintain organized personnel files on each employee and contractor.

KNOWLEDGE OF:

- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Principles and practices of public human resources administration.
- Benefits Administration.
- South Dakota Employment Laws and/or regulations.
- HIPAA and OSHA rules and requirements.
- Risk Management programs, i.e. workman's comp, disability, liability etc.
- Human Resource Information System.

HOW TO APPLY:

Interested individuals should email their resume and a completed application to Lonnie.Pickner@sduih.org. Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

INDIAN PREFERENCE In accordance with IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed