



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

**Position Title:** HR Specialist/Recruitment  
**Department:** Human Resources  
**Employment Status:** Non-exempt  
**Opening date:** April 22, 2024  
**Grade:** NE8  
**Closing date:** April 26, 2024

### Job Summary

As an HR Specialist specializing in Recruitment for the Mescalero Apache Tribe, you will play a pivotal role in attracting, selecting, and retaining top talent to support the tribe's mission and objectives. Your responsibilities will include overseeing the recruitment process, collaborating with tribal departments to identify staffing needs, sourcing candidates, conducting interviews, background checks and ensuring compliance with tribal policies and regulations. You will serve as a key advocate for promoting the tribe as an employer of choice while upholding its cultural values and traditions. **Reports to Director of Human Resources.**

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.*

### Duties and Responsibilities

- Collaborate with tribal leadership and department heads to understand staffing needs and develop comprehensive recruitment strategies.
- Determine job requirements, qualifications, and key competencies.
- Create and maintain recruitment plans, and timelines.
- Utilize various recruitment platforms, including job boards, social media, networking events, and community outreach programs, to attract a diverse pool of candidates.
- Review resumes, applications, and other candidate materials to assess qualifications and suitability for tribal positions.
- Conduct initial screenings and interviews to evaluate candidate fit for specific roles and departments.
- Coordinate interview schedules and panels with hiring managers and stakeholders.
- Facilitate candidate assessments, reference checks, and background screenings as required.
- Serve as the primary point of contact for candidates, providing timely communication, feedback, and support.
- Maintain accurate and up-to-date recruitment records, including applicant tracking, interview notes, and hiring documentation.
- Prepare and submit recruitment-related reports and metrics to tribal leadership.
- Serve as the primary point of contact for candidates, providing timely communication, feedback, and support.
- Will work closely with Recruiting Manager and HR Director to establish a calendar for requests to advertise a position system and to coordinate with hiring supervisors.
- May occasionally arrange Zoom interviews for candidates' interviews.
- Administering pre-employment tests, as needed.
- Assisting with interview scheduling and scheduling background checks and previous employment verification for selected new hires.
- Processing new hire requests, and/or personnel action and/or change forms, as necessary.
- Compiling reports on all recruitment progress/completion, for the HR department.

Effective 4/2024  
HR Specialist/Recruiter

- Responsible for conducting on-boarding for new hires. Participating in recruitment events, such as career fairs, preparing information power points and packets, and gathering information from suitable candidates (applications, resumes, etc.)
- Responsibilities also include keeping a monthly calendar and notifying directors of performance review dates for newly hired employees and annual performance reviews and follow up as needed.
- Responsible for coordinating, scheduling, and conducting new employee orientation, once or twice a month, depending on hiring frequency.

### **Minimum Qualifications**

- High school diploma and five years successful direct Human Resources experience, or
- Associate degree in Human Resources, Business, or closely related field, with a minimum of three years successful direct Human Resources experience.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of and sensitivity to tribal culture, customs, and traditions.
- Knowledge of policies and procedures, professional HR protocols and best practice.
- Knowledge of modern recruitment strategies.
- Knowledge of performance evaluations coordination and scheduling
- Skill in effectively presenting material, speaking clearly, and providing excellent interpersonal and communication skills.
- Skill in operating various word-processing, spreadsheets, and database and variety of software programs.
- Skill in gathering, analyzing, and organizing information.
- Skill in working effectively under pressure with tact and professionalism
- Ability to understand concepts to tribal sovereignty.
- Ability to respond to common inquiries or complaints from the general public.
- Ability to work independently and meet strict timelines.
- Ability to maintain confidentiality.
- Ability to maintain open communication with chain of command and HR teammates.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment and demonstrate the ability to adapt to changing work conditions.
- Ability to understand and interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to exercise good judgment and recognizing scope of authority and taking accountability for performance of duties and responsibilities.
- Ability to promote a positive image of the MAT Human Resources department at all times.

### **Physical Demands**

While performing the duties of this job, the employee may be required to sit for prolonged periods, walk; stand; use hands for dexterity of motion; stoop, bend, kneel or crouch, and have normal auditory and verbal communications skills. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment**

Work is generally performed in an office setting with a moderate noise level. Extended hours and irregular shifts may be required. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common.