



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
9940 N County HWY K • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Health Center Human Resources Generalist

Location: Lac Courte Oreilles Community Health Center

Hours: Monday – Friday 8:00am-4:30pm

Salary Range: \$26.50 – \$31.14

Posting Date: October 15, 2026

Closing Date: Open Until Filled

Classification: Full-Time / Non-Exempt

Description of Position:

The Health Center Human Resources Generalist provides administrative support to the Human Resources department within the LCO-CHC. This role involves assisting with recruitment, employee onboarding, record keeping, benefits administration, compliance, and other HR-related functions to ensure smooth and efficient HR operations.

Qualifications:

1. High school diploma or equivalent required; Associate's degree in Human Resources, Business Administration, or a related field preferred.
2. Previous experience in an administrative or HR support role, preferably in a healthcare setting required.
3. Strong organizational and multitasking abilities.
4. Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
5. Excellent communication and interpersonal skills.
6. Knowledge of basic HR principles and employment laws.
7. Familiarity with HR software and systems (e.g., Time Clock Plus, MIP, Workday, or similar systems) is desirable.
8. Work in a healthcare environment, interacting with staff at various levels.
9. Ability to work under pressure and meet deadlines.

10. Strong organizational and multitasking skills with the ability to prioritize tasks.
11. Mantoux TB test current.
12. Completed Hepatitis B series.
13. Valid WI Driver's License.
14. Valid Vehicle Insurance.
15. Must be able to pass a background check.
16. Must be able to pass pre-employment and random drug testing.
17. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

Major Duties and Responsibilities:

1. Recruitment & Onboarding: Assist in posting job openings, screening resumes, coordinating interviews, and helping with the hiring process. Conduct new employee orientations and ensure all necessary documentation is completed.
2. Offboarding & Employee Separation: Issue and collect formal resignation and separation notices, coordinate final paychecks & PTO payouts, update employee status, and partner with IT/Facilities departments to ensure timely revocation of system access. Coordinate the collection of Tribally owned physical property. Conduct exit interviews and compile exit data. Coordinate formal communication regarding departures with payroll, benefits, and affected internal teams.
3. Employee Records Management: Maintain and update employee records, ensuring compliance with federal, state, and local regulations. Prepare and file paperwork related to hiring, promotions, disciplinary actions, and separations.
4. Payroll & Benefits Administration: Assist in processing payroll, ensuring accurate timekeeping and attendance records. Help manage benefits enrollment, changes, and inquiries.
5. Compliance & Reporting: Assist with ensuring compliance with healthcare-related laws and regulations (e.g., HIPAA, OSHA, FMLA). Prepare reports as needed for HR-related metrics and audits.
6. Employee Relations: Provide general assistance with employee inquiries related to HR policies, benefits, and other HR matters. Assist in resolving employee concerns under the guidance of HR management.
7. Training & Development: Coordinate training sessions for employees, including new hire training, compliance training, and professional development programs.
8. HR Projects & Initiatives: Assist with HR projects, such as performance management processes, health and wellness programs, or employee engagement initiatives.
9. General Administrative Support: Provide general administrative support for the HR department, including preparing correspondence, scheduling meetings, and maintaining filing systems.
10. All other duties assigned.
11. Maintaining confidentiality of sensitive information and discretion in handling tasks. Follow HIPAA.

Supervision and Guidance:

The Health Center Human Resources Generalist will work under the direct supervision of the Human Resources Director with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
9940 N County HWY K
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
healthcenterhr@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

10/14/26