JOB POSTING

**TITLE:** Human Resources Generalist  
**DEPT:** Human Resources  
**PAY:** $35,568/yr

**RED RIVER:** Responsible for all Human Resource activities for the company. Provide advice and assistance, follow-up on company policies, procedures, and documentation. Coordinates the resolution of specific policy-related and procedural problems and inquiries.

**MINIMUM QUALIFICATIONS**
- High school diploma or GED required  
- At least 21 years of age  
- Associates Degree in Human Resources or business and 2 years' Human Resource Representative experience  
- OR: 4 years of experience in a leadership role in a business environment  
- Strong knowledge in a lead or supervisory role  
- Minimum of 2 years working experience in 2 or more of the following disciplines: Team Member relations, recruiting, workforce planning and benefits, and compensation administration (ability to demonstrate proficiency)  
- Minimum of 2 years working knowledge of statutes related to employment law. Knowledge of Title VII of the Civil Rights Act, Section 125, Tribal/Federal/State laws with 90 days to acquire knowledge or Tribal Law (ability to demonstrate proficiency)  
- Minimum of 2 years working knowledge of benefits programs administration and any other related training  
- Strong mediation, counseling, coaching, and interviewing skills  
- Minimum of 1 year working knowledge of Indian Gaming regulations and policies (ability to demonstrate proficiency)

**REQUIRED**
- Essential Duties: All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training  
- Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner  
- Conducts New Hire Orientations and assists with exit interviews; makes recommendations to the management team for corrective action and continuous improvement according to Kiowa Casinos HR approved policies and procedures  
- Work with Directors and Managers on a one-on-one basis  
- Represents HR in interviews to ensure all Federal and Kiowa Casinos HR approved procedures and policies are followed. Conducts executive interviews to ensure and the officer will conduct the interviews and the effectiveness of external and internal Guests alike in a timely and effective manner  
- Conducts New Hire Orientations and assists with exit interviews; makes recommendations to the management team for corrective action and continuous improvement according to Kiowa Casinos HR approved policies and procedures  
- Work with Directors and Managers on a one-on-one basis  
- Represents HR in interviews to ensure all Federal and Kiowa Casinos HR approved procedures and policies are followed. Conducts executive interviews to ensure and the officer will conduct the interviews and the effectiveness of external and internal Guests alike in a timely and effective manner

**IMPORTANT NOTES**
1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description or an application. If you are currently employed by Kiowa, the American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holiday, and weekend. All Team Members are also required to complete a drug test and background application. All Team Members must submit an internal application for each interested position. For example, if you are currently employed by a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

**STATUS:** 1 F/T  
**POSTED:** 05/19/23  
**REMOVE:** When Filled

---

**JOB POSTING**

**TITLE:** Human Resources Generalist  
**DEPT:** Human Resources  
**PAY:** $35,568/yr

**RED RIVER:** Responsible for all Human Resource activities for the company. Provide advice and assistance, follow-up on company policies, procedures, and documentation. Coordinates the resolution of specific policy-related and procedural problems and inquiries.

**MINIMUM QUALIFICATIONS**
- High school diploma or GED required  
- At least 21 years of age  
- Associates Degree in Human Resources or business and 2 years’ Human Resource Representative experience  
- OR: 4 years of experience in a leadership role in a business environment  
- Strong knowledge in a lead or supervisory role  
- Minimum of 2 years working experience in 2 or more of the following disciplines: Team Member relations, recruiting, workforce planning and benefits, and compensation administration (ability to demonstrate proficiency)  
- Minimum of 2 years working knowledge of statutes related to employment law. Knowledge of Title VII of the Civil Rights Act, Section 125, Tribal/Federal/State laws with 90 days to acquire knowledge or Tribal Law (ability to demonstrate proficiency)  
- Minimum of 2 years working knowledge of benefits programs administration and any other related training  
- Strong mediation, counseling, coaching, and interviewing skills  
- Minimum of 1 year working knowledge of Indian Gaming regulations and policies (ability to demonstrate proficiency)

**REQUIRED**
- Essential Duties: All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training  
- Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner  
- Conducts New Hire Orientations and assists with exit interviews; makes recommendations to the management team for corrective action and continuous improvement according to Kiowa Casinos HR approved policies and procedures  
- Work with Directors and Managers on a one-on-one basis  
- Represents HR in interviews to ensure all Federal and Kiowa Casinos HR approved procedures and policies are followed. Conducts executive interviews to ensure and the officer will conduct the interviews and the effectiveness of external and internal Guests alike in a timely and effective manner

**IMPORTANT NOTES**
1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description or an application. If you are currently employed by Kiowa, the American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holiday, and weekend. All Team Members are also required to complete a drug test and background application. All Team Members must submit an internal application for each interested position. For example, if you are currently employed by a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

**STATUS:** 1 F/T  
**POSTED:** 05/19/23  
**REMOVE:** When Filled