

Connecting care with a culture of comprehensive wellness

Job Description

Job Title: Human Resources Manager

Department: Operations

Reports To: CEO

Employment Category: Regular, Full-Time

FLSA Status: Non-Exempt

Salary Level: Negotiable

Position Summary:

Responsible for providing leadership and strategic direction for the Human Resources function of the Agency; ensuring services are delivered in accordance with applicable policies, procedures, regulatory agents and professional standards. Responsible for the management, development, implementation, maintenance and evaluation of Human Resources administrative policies, procedures and staff. Provides supervisor to HR staff. Supports CEO in organizational needs.

Essential Duties and Responsibilities:

- Oversees the operations of all Human Resources functions.
- Responsible for the development and administration of all Human Resources policies/procedures/plans and practices based upon current laws and regulations and needs of the agency.
- Responsible for overseeing HRIS platform.
- Maintaining confidential safeguards at all times.
- Advises and assists the leadership team in the implementation and problem solving related to Human Resources policies and procedures.
- Ensures legal compliance by monitoring and implementing applicable federal and state laws
- Management of credentialing/privileging process for providers and annual renewals as required.
- Stay current of changes in human resources laws, regulations and industry best practices and/or advise as appropriate to the Agency and Leadership team.
- Complies HR reports, audit data to ensure personnel integrity to meet necessary guidelines.
- Oversees the coordination of Benefits including Health, FMLA, ADA, Cobra etc...
- Remains knowledgeable on current changes within the laws and regulations that pertain to HR including but not limited to: ADA, FMLA, COBRA, administration of benefits and retirement plans, and laws related to benefit plans as they pertain to payroll, recruitment & hiring, in addition to disciplinary action and termination.
- Oversight or direct performance of verification of employment inquiries, garnishment of wages inquiries and unemployment inquiries
- Supports compliance program implementation
- Oversight or direct performance of all aspects of recruitment, salary and contract negotiations.
- Development and oversight of onboarding processes for new staff including background check, reference check and pre-employment screens.
- Oversees all internal and external job postings procedures and interviewing selections processes.

- Develops, evaluates and oversees execution of employee orientation program.
- Monitor 90 day and annual employee performance evaluations, ensuring it is completed on a timely basis.
- Investigate all employee grievances and facilitate conflict resolution sessions.
- Oversee and monitor termination procedures, including recovery of company property.
- Educate staff on employment issues, including but not limited to, diversity, harassment, customer service, team effectiveness, confidentiality, work ethic etc.
- Maintain trainings/professional growth and development of staff by scheduling and coordinating employee/management educational opportunities, including annual compliance trainings.
- Directly manage HR staff and carry-out supervisory responsibilities in accordance with agency policies and applicable laws.
- Demonstrate experience designing and implementing effective programs, systems and initiatives.
- Participate in various department meetings and committees.
- Travel to conferences, trainings and meetings as necessary.
- Other duties as assigned.

Education/Experience:

- Bachelor degree in Human Resources or other related business field with HR experience required. Master's degree preferred. Education may be substituted for required and general specialized experience.
- At least two years of progressively responsible HR administrative experience required as demonstrated above.
- Must be proficient in HRIS platforms and Microsoft Office
- HR experience in healthcare a plus but not required
- Excellent organization skills
- Excellent written and verbal communication skills

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations if necessary for the position.
- Ability to maintain a flexible work schedule, including occasional evenings, weekends, or overnight extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Ability to work with racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: 05/2023