



HUMAN RESOURCES MANAGER

JOB SUMMARY: The Human Resources Manager is responsible for overseeing all aspects of Human Resources-related duties and functions for Central Care Integrated Health Services. This includes, but is not limited to, recruitment, onboarding, employee relations, training, performance management, policy implementation, employment law compliance and benefits administration.

DUTIES

- Develops and administers Human Resources plans, policies and procedures
- Participates in developing department goals, objectives and systems
- Actively recruits qualified candidates for Central Care positions
- Works with Marketing team to develop and administer recruitment materials and advertisements
- Oversees the processes of onboarding and separation of employment
- Develops and conducts orientation for all new employees and provides ongoing professional development opportunities for Central Care staff
- Manages all personnel records from hire through separation and ensures compliance with all regulatory agencies regarding recordkeeping
- Maintains accurate and timely recordkeeping of personnel data (paper and electronic) and compiles reports based on current and historical personnel data
- Administers the compensation program and ensures Central Care remains an active competitor as an FQHC employer
- Oversees all processes related to personnel management including employee relations counseling, performance evaluation, professional development, change of status, etc.
- Performs benefits administration including claims resolution, change reporting and communicating benefits information to employees
- Completes and submits all required reports to meet state and federal requirements as well as other governing entities
- Updates employee handbook and other training manuals as needed
- Participates in ongoing professional development to stay abreast of relevant Human Resources matters
- Ensures Central Care remains compliant with all employment laws and regulations
- Maintain strict confidentiality of information
- Other duties as assigned

SKILLS

- Knowledge of employment laws and practices
- Strong interpersonal skills
- Communicates clearly and concisely, both orally and in writing
- Interacts courteously, professionally and effectively with staff and the public
- Deals discretely with sensitive and confidential matters
- Plans and organizes work to meet schedules and timelines
- Exercises good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Establishes, maintains and fosters positive and professional working relationships with others
- Proficient in the use of computers

EDUCATION

- Master’s degree in Human Resources Management, Business Administration or related field preferred
- Bachelor’s degree required
- SHRM Certification required

WORKING CONDITIONS

- Work a 40-hour week; Some overtime may be required
- Some weekend work required
- Some direct patient interactions/contact
- Travel required to multiple Central Care sites
- Work effectively in fast-paced environment
- Sit for prolonged periods of time
- Must be able to see objects and writing accurately with or without assistive devices
- Bend, stoop and lift and/or push up to 50 pounds with reasonable accommodations

I hereby acknowledge that I have read and understand the above-mentioned job duties, qualifications, policies, and procedures. I also certify that I have received a copy of this job description.

Employee

Date

Supervisor

Date

Chief Executive Officer

Date