

Date: 5/27/25

Job Listing: HR Director

NATURE AND SCOPE: Provide leadership, direction, and day to day management of all human resources management and personnel administration functions. Directly affect maximum organizational and individual performance through the development and implementation of effective human resources strategies, practices, and tools.

PRIMARY ACCOUNTABILITIES

Achieve Results

1. Ensure the organization is well supported with the talent and resources necessary to achieve overall business strategies and objectives. Lead recruiting, selection, as well as promotion and performance management processes that result in the development of high performing teams.
2. Provide a high level of service and support to all employees. Lead and manage the clear, efficient implementation and administration of all human resources tools, resources, as well as policies, procedures, employee benefits, and related matters.
3. Manage all expenses related to employment, including recruitment, departmental, worker's compensation, unemployment compensation, safety training, and related matters within budgeted guidelines.
4. Ensure all processing, input, recordkeeping, and reporting of employee data, employment information, and employee benefits information is accurate and timely.
5. Provide relevant, timely, and accurate reports and information to management as requested or required.

Operational Excellence

1. Supports CEO by participating in recruitment effort for exempt medical, dental and behavioral health providers.
2. Conducts interviews, reference and background checks, and new employee orientations.
3. Ensure all professional staff is appropriately credentialed, certified, and/or licensed within the context and requirements set forth by laws, policies, the Bureau of Primary Health, HRSA, and related accreditation or regulatory organizations.
4. Responsible for maintaining proper documentation for credentialing and privileging RHCHC providers.
5. Maintains records for all licensed staff.
6. Ensure the organization, its policies and practices, are compliant with all local, state, and federal employment laws, regulations, benefits laws, ERISA laws, and related legislation. Stay current of employment laws on the local, state and federal level to ensure ongoing compliance, and to protect the organization's interest through proactive planning and preparation.
7. Ensure all supervisory staff are properly coached and directed on employee matters, and that clearly defined measurements of performance, accountabilities and rewards are utilized to enhance individual and organizational effectiveness.

8. Updates, improves and maintains the personnel records and maintains human resource database and compiles reports from database as needed.
9. Responsible for maintaining, updating and creating job descriptions as positions are created and revised.
10. Responsible for benefits administration; communicates benefit information to new and current employees.
11. Manages administration of LOA, FMLA, STD and LTD.
12. Assists in handling employee relations counseling and exit interviews.
13. Reviews unemployment claims; protest claims as appropriate; represent CHC at fact-finding sessions.
14. Assists in the organizational training and development efforts, including performance improvement goals and objectives.
15. Assists in administration of compensation program ensuring that pay processes are compliant with wage and hour requirements.
16. Conduct annual review of salary scale and recommend changes to CEO/CFO for submission to the Board of Directors for approval.
17. Monitor performance appraisal process.
18. Responsible for the development and implementation of personnel policies and procedures.
19. Assists in coordinating OSHA trainings and ensures compliance with OSHA regulations.
20. Maintains records, reports and logs to conform to EEO regulations.
21. Participates in Senior Management Meetings.
22. Maintains compliance with federal and state regulations concerning employment.
23. Demonstrates an understanding of the importance of CHC's Mission Statement in performing all aspects of this position.
24. Demonstrates a caring and helpful attitude when interacting with patients, vendors, and fellow employees. Strives to build cooperative partnerships, by treating each person inside and outside of the organization as a customer.
25. Ability to handle confidential information on a need-to-know basis as defined in CHC's personnel policies.
26. Ability to establish and maintain effective working relationships with other clinic personnel.
27. Participates in maintaining departmental continuous quality improvement.
28. Follow established policies and procedures for safety, infection and exposure control.
29. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or

the standards of conduct to his/her immediate supervisor, the Board of Directors, or the Compliance Officer as appropriate.

30. Performs other duties as assigned.

Relationships

31. Establish and ensure favorable relationships throughout the organization. Function as a trusted advisor to all employees, managers, and executives.
32. Establish and ensure favorable, productive relationships with external resources, including recruitment sources, professional associations, employee benefit brokers, consultants, and related resources. Develop a wide range of contacts and resources for ensuring the organization has access to the help and support it needs.

Leadership/Supervision

33. Lead recruiting and selection efforts that result in the development of high performing teams. Ensure the organization is well supported with the human talent and resources necessary to achieve overall business strategies and objectives.
34. Provide guidance and support to payroll administrator in regard to wage and hour matters for hourly, exempt and contract staff.
35. Ensure our workplace is conducive to the growth and development of a high performing team. Establish collaborative and supporting relationships among and within all areas of the organization, the human resources group.

ESSENTIAL FUNCTIONS/KEY COMPETENCIES

- Ability to provide leadership & establish commitment to the development and implementation of human resources strategies and initiatives.
- Demonstrate a high level of skill at building relationships and strategic partnerships
- Demonstrate strong interpersonal and influence skills.
- Demonstrate a high level of problem solving skill. Demonstrate the ability to gather and reconcile candidate information, skills, knowledge and competencies in a consistent, reliable manner.
- Provide personal direction, leadership and coaching to the staff, as well as managers and supervisors. Effectively manage conflict, promote change and growth, and inspire the development of a highly effective team of professionals.
- Demonstrate interpersonal savvy and influence skills in all dealings with employees, candidates, recruiting sources, professional networks and related concerns.
- Ability to build consensus and focus within the overall organization.
- Ability to travel throughout the region as assigned.
- Ability to routinely and creatively use and understand technology necessary to collect, retain, analyze and report critical, requisite information related to human resources, payroll, benefits and related matters.

- Ability to regularly and effectively communicate throughout all levels within organization in written, verbal, and presentation formats.

POSITION REQUIREMENTS

Education

- Bachelor's degree, preferably in business, human resources management, psychology, or related field. Advanced degree or certification in human resources or recruitment preferred (PHR, SPHR, SHRM-CP, CPC, etc.)

Experience

- Demonstrated success in the role of human resources manager/director with a comparable or larger sized organization.
- Substantial knowledge and expertise in all facets of human resources management, including trends and issues, laws and regulations.
- Must have strong working knowledge of computers, office automation software and related tools.
- Demonstrated success in establishing relationships with community leaders, key resources, accreditation and regulatory entities, and related resources.

Physical/Environmental

- Normal accessibility and mobility throughout the region required.
- Normal overtime/extended work hours.

Deadline: Position will remain open until a pool of qualified candidates is received.

Submit cover letter, resume three references to recruiting@riverhillshealth.org