



Position Title:	Human Resources Manager
Supervision Received:	Chief Operations Officer
Supervision Exercised:	Yes
Department:	Human Resources/Administration
Status:	Full-Time/Exempt
Location:	Olathe Clinic
Salary Range:	\$56,000 to \$64,000 per year

Position Purpose: The Human Resource Manager is responsible for supporting and advancing the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. The Human Resource Manager is responsible for managing the various human resource functions, which include recruitment, credentialing, staffing, training and development, performance evaluation and employee relations. The Human Resource Manager also collaborates and assists supervisors/managers and staff, with training needs and creation of job descriptions.

Essential Functions:

- Embraces the mission, vision, and values of the Board of Directors of River Valley Family Health Centers.
- Overseeing the recruitment, testing, and selection processes; effectively training and supporting department supervisors in effective hiring practices and revising those practices as necessary.
- Ensuring that Human Resource policies and practices comply with Federal and State law.
- Responsible for making recommendations on the organization's compensation plan by conducting periodic wage surveys. Assist in the preparation of compensation budgets, facilitation of, and oversee the processing individual employment status changes and actions.
- Manage and resolve employee grievances and counsel employees and supervisors on employee relations issues.
- Manage staff retention program to include career path and education guidance for employees.
- Partner with management in the planning and support for employee monthly meetings and employee events..
- Maintain employee benefits programs and educate employees on benefits at onboarding and during open enrollments. Direct the process of benefit enrollments and claims. Manage the benefits open enrollment process, including coordinating with vendors, distributing updated coverage information, setting up and facilitating open enrollment opportunities, assisting employees with form

completion, and updating employee benefit data upon conclusion of the open enrollment period.

- Facilitate educational trainings on benefit programs. Such benefits include: retirement plans, group term life insurance, disability, medical insurance, dental insurance, vision insurance, and long term disability insurance.
- Ensures legal compliance by applying applicable human resource policies in compliance with federal and state requirements regarding hiring and termination processes.
- Review and approve health insurance and COBRA premium payments.
- Perform Exit Interviews to provide feedback to management.
- Recommend and implement human resource guidelines, policies and procedures to support management and organizational mission and goals.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintain professional and technical knowledge through continuing education.
- Maintains membership with professional associations.
- Perform other related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

Education/Experience:

- Bachelor's degree in Human Resources or Business Administration/Management.
- HR Certification preferred.
- People oriented and results driven.
- Experience with HR metrics.
- Knowledge of HR systems and databases.
- Excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- Knowledge of labor law and HR best practices.

HOOR WORKED: 40 HRS PER WEEK

Job Qualifications/Experience:

- Minimum 1 year experience in Human Resources.
- Experience in a medical setting/community healthcare and/or non-profit organization preferred.
- Knowledge of computers and Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Previous experience with development and implementation of HR policies.
- Proven problem solving, program-development, negotiation, team building and training skills required.
- Ability to execute work plans independently and with flexibility.
- Ability to multitask, prioritize work and meet deadlines.

- Creative and positive approach to communication and problem solving.
- Requires ability to present facts and recommendations effectively in oral and written form.
- Ability to work under pressure in a fast-paced environment.
- Ability to travel to all locations and to meetings and trainings outside of the service area.
- Ability to work flexible hours to meet job requirements.
- Ability to establish and maintain effective, courteous working relationships with patients, staff team members, and the general public.

LANGUAGE SKILLS Must be able to read, analyze, and interpret general business practices, River Valley policies and procedures, professional journals, technical guidelines, and governmental regulations. Must be able to write reports, business correspondence, and procedure manuals. Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must be able to accurately and clearly communicate with employees and managers.

RESPECT Value a culturally competent approach when working with low income and ethnic minority communities.

TEAMWORK Contribute to building a positive and successful multidisciplinary team.

CUSTOMER SERVICE Strong customer service skills exhibited in a culturally appropriate manner; ability to handle difficult customers constructively.

REASONING ABILITY Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Colorado Driver's License.
- Human Resource Certification preferred.

CLEARANCES The following background checks are conducted by River Valley: Criminal background & Department of Health and Human Services Office of Inspector General (OIG) Exclusion List.

DRIVING REQUIREMENT: This position is required to drive in support of essential job functions.

EMPLOYEE HEALTH REQUIREMENTS: Annual Influenza Vaccination, Hepatitis A, Hepatitis B, Tdap, PDD (two-step), Varicella, & MMR.

BENEFITS:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Disability Insurance
- 401(k) Matching
- Paid Time Off
- Employee Assistance Program

The above health, dental, and vision benefits are available by employee choice to all full-time employees after 60 days of employment effective the following first of the month. The option for the 401(k) is available after 3 months of employment. All other benefits listed are active as of the date of hire.