**Human Resources Director**

**JOB SUMMARY:** The Human Resource Director is responsible for leading and advancing [CHC]’s talent and culture towards achieving the mission and vision of the organization. The HR Director is responsible for [CHC]’s “People Strategy,” which includes planning, implementing, and evaluating the following areas:

* Talent acquisition
* Performance management
* Creating a culture of excellence and inclusion
* Staff wellness, engagement, and retention
* Training and Development
* Business Strategy and HR Operations

The HR Director is responsible for policy management, handling employee grievances, credentialing, forecasting staffing needs, mitigating risk, structuring benefits packages, and managing the HR budget. The HR Director participates in executive leadership meetings to discuss strategies to support [CHC]’s business objectives.

# ESSENTIAL DUTIES & RESPONSIBILITIES:

* Collaborate with senior leadership to understand the organization’s goals and strategy related to staffing, recruiting, and retention, especially during upcoming periods of rapid change and growth as [CHC] expands into a new, larger clinic in 2022-2023.
* Plan, lead, develop, coordinate, and implement policies, processes, trainings, initiatives, and surveys to support the organization’s human resource compliance and strategy needs.
* Oversee the administration of human resource programs including, but not limited to compensation, benefits, leave plans, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition, morale, occupational health and safety, wellness, training, and development.
* Identify staffing and recruiting needs. Develop and execute best practices for hiring and talent management. Collaborate with HR Generalist and hiring managers on candidate selection and hiring decisions.
* Responsible for conducting annual compensation analysis and making recommendations for adjustments and increases to senior leadership.
* Facilitate annual review process in collaboration with managers to coach and develop employee professional development.
* Manage and resolve employee grievances. Counsel employees and supervisors on employee relations issues.
* Collaborate with HR Generalist to plan annual staff training and development offerings.
* Partner with insurance broker annually to develop a comprehensive, affordable benefits offering.
* Manage all HR relationships and vendors including payroll, Primary Care Association, Employers Council, etc.
* Monitor and ensure [CHC]’s compliance with federal, state, and local employment laws and regulations and recommended best practices. Review and modify policies and practices to maintain compliance.
* Responsible for representing the organization at unemployment hearings and filing associated documents.
* Partner with other leadership staff in the planning and support for employee monthly meetings and employee events.
* Perform stay interviews and exit interviews and share feedback with appropriate leadership.
* Maintain knowledge of trends, best practices, regulatory changes and new technologies in human resources, talent management and employment law.

# OTHER DUTIES AND RESPONSIBILITIES:

* Attend required internal meetings, trainings, and events.
* Other duties as assigned.

# EDUCATION AND EXPERIENCE:

**Minimum Education and Certifications:**

* Bachelor’s degree in Human Resources, Business Management or related field required.
* PHR or SHRM-CP required, SPHR preferred.

# Minimum Experience:

* Five to seven years in human resource management and leadership.

# KNOWLEDGE, SKILLS, AND ABILITIES:

* Change management experience.
* Possess a high work ethic, excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking abilities, strong organizational skills, and excellent interpersonal skills.
* Strong analytical and problem-solving skills.
* Flexible and resilient mindset.
* Ability to execute work plans independently.
* Ability to multitask, prioritize work and meet deadlines.
* Ability to learn quickly and adapt to the needs of the organization and employees.
* Ability to prioritize tasks and delegate them when appropriate.
* Proficient in Microsoft Office Suite and various HRIS systems.
* Ideal candidate will have strong initiative and the passion to advocate and provide healthcare to the underserved.

**Supervision:** This position supervises the HR Generalist.