

Human Resource Manager

Position



Organization: St. Gabriel Health Clinic, Inc.

Location: Monticello Clinic

Type: Full-Time - Exempt

Position Overview:

The Human Resource (HR) Manager at a Federally Qualified Health Center (FQHC) plays a pivotal role in supporting the organization's mission by managing and enhancing the delivery of HR services. This position requires a strategic thinker who can align HR practices with the unique needs of an FQHC, ensuring compliance with healthcare regulations while fostering a supportive and efficient workplace. The HR Manager will oversee all facets of human resource management, including talent acquisition, compliance, employee relations, benefits, and organizational development. This role oversees, leads, and directs the daily workflow of the Human Resources department including hiring process and interviewing staff, onboarding, compensation reports, benefits, and employee leave. This position enforces company policy and procedure practices.

Key Responsibilities:

1. Recruitment and Staffing:

- Develop and implement strategies to attract, hire, and retain top talent across clinical and non-clinical roles.
- Collaborate with department heads to ensure staffing needs align with organizational goals.
- Manage job postings, candidate screening, interviews, and onboarding processes.

2. Compliance:

- Ensure compliance with federal, state, and local employment laws, as well as FQHC-specific regulations (e.g., HRSA, OSHA, and HIPAA).
- Maintain accurate and confidential personnel records in compliance with regulatory requirements.
- Conduct audits to ensure compliance with credentialing, training, and certification requirements for healthcare providers and staff.

3. Employee Relations and Development:

- Serve as the primary point of contact for employee relations, addressing workplace concerns, and fostering a positive and inclusive culture.
- Develop and oversee employee engagement, training, and professional development programs.
- Provide guidance to supervisors on performance management, disciplinary actions, and conflict resolution.

4. Compensation and Benefits Administration:

- Manage payroll processes and oversee the administration of employee benefits, including health insurance, retirement plans, and leave policies.
- Conduct market analysis to ensure competitive compensation and benefits packages.

5. Strategic HR Planning:

- Partner with senior leadership to align HR strategy with organizational goals.
- Analyze workforce trends and metrics to develop strategies for employee retention, satisfaction, and productivity.

- Lead diversity, equity, and inclusion initiatives to support a diverse workforce.

6. **Policy Development and Implementation:**

- Develop, implement, and update HR policies and procedures to meet organizational and regulatory standards.
- Ensure clear communication and enforcement of policies throughout the organization.

7. **Health and Safety Oversight:**

- Collaborate with risk management to promote workplace safety and compliance with OSHA regulations.
- Implement wellness programs and initiatives to support employee health and well-being.

Qualifications:

1. Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
2. SHRM-CP, SHRM-SCP, PHR, or SPHR certification strongly preferred.
3. 3-5 years of HR experience, including management roles, ideally within a healthcare or nonprofit setting.
4. Knowledge of FQHC operations, HRSA regulations, and healthcare compliance requirements.
5. Experience with Paychex / ADP payroll system functions.
6. Strong interpersonal, communication, and organizational skills.
7. Ability to handle sensitive and confidential matters with professionalism and discretion.

Preferred Skills and Attributes:

- Experience in organizational change management and workforce planning.
- Familiarity with HR software and systems for recordkeeping and reporting.
- Commitment to the mission and values of the FQHC model, including a focus on community health and great quality community base service.
- Great customer service skills with communication.
- Healthcare-Specific Expertise
- Leadership and Strategic Thinking
- Communication and Interpersonal Skills
- Analytical and Problem-Solving Skills
- Technology Proficiency
- Cultural Competence and Inclusivity
- Project Management Skill

Compensation:

Competitive salary based on experience, along with a comprehensive benefits package (Health/Vision/Dental).

To Apply:

Submit your resume, cover letter, and salary expectations. Please make sure to have 3 professional references for review.

Equal Opportunity Employer:

St. Gabriel Health Clinic, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



Approved: 12.01.2024
Ashley T. Lery, CEO