



Caring for the Community

Mission: *Heritage Health Center will provide high quality primary care for everyone in the Big Horn Basin through respect for patients, staff, and the communities we serve.*

Vision: *To be a health care leader in the communities of the Big Horn Basin by providing access to high-quality, whole person, care for all citizens.*

We are proud of our organization and the many employees who have and will contribute to our reputation of providing excellent care to individuals regardless of their ability to pay. It is the intent of HHC to employ people who will contribute to the overall success of our organization and to have an atmosphere in which all employees demonstrate an understanding of the importance of HHC's Mission. We want you to enjoy your work here and fully realize your potential. If you have additional questions or need assistance, please consult your immediate supervisor or the Employee Handbook.

Position: HR Specialist

Salary: DOE

Requirements:

POSITION DESCRIPTION

The HR Specialist contributes to the successful achievement of the organization's mission and strategic initiatives by providing leadership, oversight, evaluation and direction for the general administrative and human resources services and programs of the organization through planning, organizing and directing various HR functions. Additional responsibilities include, but are not limited to oversight of policies and procedures, employment, compensation, benefits, employee health and safety programs, employee education and training opportunities and for ensuring compliance with state, federal and municipal statues and regulations and supervision/oversight of the following departments: Human Resources and Administrative Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Contributes to the successful achievement of the organization's mission and strategic initiatives by providing leadership, oversight, evaluation and direction for the general administrative and human Resources services and programs of the organization through planning, organizing and directing the various functions.
2. Oversees all functions related to human resources, including but not limited to, employee records, compensation, benefits, recruitment, retention, employee

health and safety, education and training temporary staffing and externship programs.

3. Works collaboratively with members of the Director Team to assure achievement of annual business and strategic goals, and objectives.
4. Works collaboratively with the Chief Financial Officer to prepare an annual department budget and allocates resources to carry out programs and activities of the departments within human Resources and areas of responsibility.
5. Serves on the Directors' Team and other formal and ad hoc committees and teams as appropriate.
6. Responsible for administration and monitoring of standards, policies and procedures for areas of responsibility.
7. Leads appropriate meetings, committees, work groups and etc. as needed.
8. Provides leadership and supervision of the following positions: Community Outreach, Medical Records & Billing In conjunction with the Financial Services Director.
9. Under the direction of the CEO, serve as staff to the Board of Directors as appropriate.
10. Responsible for the Human Resources Information Systems- (Relias, Helpside) and compliance with documentation standards for employee records.
11. Responsible for oversight of employee benefits programs and processes, including negotiation of benefits, contracts and correspondence with benefit broker and carriers.
12. Responsible for oversight of compensation, including survey participation and the design and development of the Compensation Plan.
13. Responsible for oversight of recruitment and retention programs and processes, including offers of employment, Employment Agreements, Affirmative Action, and any related electronic systems and software.
14. Responsible for the oversight of the recruitment and/or placement of temporary and permanent staff, including but not limited to contracts and relationships with external organizations.
15. Responsible for the Externship and Work Study Program, including but not limited to contracts and relationships with educational institutions.
16. Serves as the chair of, and coordinates the activities of, the Credentialing Committee and is responsible for oversight of compliance with documentation standards for verification of employee credentialing requirements, including but not limited to licenses, certifications, registrations, permits, educational degrees, association memberships etc.
17. Serves as a member of and coordinates the activities of the Safety Committee and is responsible for oversight of workers' compensation, relationships with Third Party Administrators and occupational health services and compliance with documentation standards for employee health requirements, including but not limited to immunizations, vaccinations and testing (e.g., Tuberculosis, Hepatitis B, Flu, etc.).
18. Responsible for oversight in providing opportunities for employee education and training programs and documentation standards for employee transcripts/records.

19. Responsible for the oversight of unemployment related claims with the Employment Security Department.
20. Assumes responsibility for work without being told; Willing to accept assignments. Contributes to a positive organizational culture and morale. Works to reduce conflict and establish good working relationships with others.
21. Is approachable, receptive and responsive to feedback and suggestions from coworkers, subordinates and supervisor. Is fair, equitable, positive and constructive in managing others; actively promotes teamwork and positive staff morale (including participation in morale committee).
22. Demonstrates knowledge and understanding of CHC's Personnel Policies and Procedures. Possesses understanding and good judgment in hiring (including compliance with EEO/AA policies), scheduling/staffing, progressive discipline, performance evaluations, etc. Provides subordinates with guidance regarding standards of performance, which are clear, concise, equitable, appropriate and timely.

Minimum Skill Requirements:

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- Maintains positive, constructive, collaborative, cooperative, professional, friendly and respectful working relationships with coworkers and supervisor. Keeps behaviors, communications and other outward expressions regarding CHC in a positive manner. Meets the expectations of dress and appearance standards.
- Reads, speaks, understands and writes proficiently in English.
- Effectively communicates orally and in writing.
- Relates and interacts with staff at all levels of the organization.
- Represents the organization in a professional and effective manner to the community.
- Works independently and is self-directed.
- Provides operational and project management leadership across the organization.
- Supports, motivates and sustains a team-oriented culture.
- Provides operational and project management leadership across the organization.
- Articulates organizational vision and implements organizational strategic initiatives.
- Demonstrates excellent analytical, quantitative and financial skills.
- Exercises sound judgment, tact and diplomacy.
- Evaluates and effectively addresses highly complex issues and problems.
- Delegates work, sets expectations and monitors activities of subordinate managers and staff appropriately.
- Applies skills in employee relations: scheduling, hiring, firing, progressive discipline, etc.
- Demonstrates leadership and basic management skills.
- Proficiency in the use of Microsoft Office applications; Word, Excel, Outlook and PowerPoint.

QUALIFICATIONS:

1. **Education:** Bachelor's degree in Business or related field or in lieu of degree, a combination of equivalent education and work experience.
 - a. **Preferred:** Master's degree in Business (MBA), Human Resources (MHR) or related field.
2. **Experience:** Human resources generalist experience (3-5 years). Supervisory experience (3 years). Human Resources Information System (HRIS) experience (3 years).
 - a. **Preferred:**
 - b. Familiarity with federally qualified health centers or FQHC "look alike."
 - c. Working in a not-for-profit organization.
 - d. Healthcare or related experience.

PHYSICAL REQUIREMENTS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand, and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in a normal office environment conditions using various office equipment including (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.
5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Employee generally works within the interior of a healthcare clinic/office environment.

The general environment is clean with a comfortable temperature and moderate noise level. Employee may be required to use computers and other office equipment and participate in communication through typing, reading, writing, telephones etc.

Employee is subject to contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Other work activities involve contact with staff

members, the general public and government representatives under all conditions and circumstances.

All Heritage Health Center facilities are tobacco-free.

EXPOSURE TO HAZARDS

Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by centrifuge, chemicals found in laboratory materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

HOURS OF WORK/ATTENDANCE REQUIREMENTS & TRAVEL

Employee may travel locally between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. Hours of operations and specific staff scheduling may vary between worksite based on operational need.

BLOOD/FLUID EXPOSURE RISK

Blood/Fluid Exposure Risk: (Check the appropriate category)

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date