



Cassopolis
Family Clinic Network

Job Posting

Date: 9/9/19

Title: Human Resources Manager

FSLA: Full Time, Exempt

Location: Cassopolis Family Clinic

Cassopolis Family Clinic Network (CFCN) is seeking a Human Resources (HR) Manager. The HR Manager guides and manages the overall provision of HR services, policies, and programs; originates and leads HR practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

Principle Duties and Responsibilities:

- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct, and communications represent the organization in a highly professional manner at all times.
- Maintains a commitment to the achievement of quality healthcare services by maintaining patient rights, safety, privacy, confidentiality, and excellent customer service philosophy.
- Directs the planning, strategic goals and objectives of the HR Department. Reviews departmental performance in relations to established goals and objectives.
- Develops department budget for staffing and capital expenses. Ensures the department operates within allocated funds.
- Provides management assistance to all supervisory personnel, assisting them in performing personnel management activities. Assists with employee retention activities and monitors employee turnover.
- Provides assistance to all staff members regarding HR issues. Acts as a facilitator and/or mediator in HR matters.
- HR Policies and Procedures. Reviews policies and procedures bi-annually, updating as appropriate. Develops new policies and procedures as necessary. Manages hard copy policy manual and electronic version on CFCN common drive.
- Recruiting and staffing. Develops and manages recruitment and retention strategies. Assists the Chief Executive Officer (CEO) in conducting, coordinating and organizing executive, and physician searches. Manages processes for recruitment, interviewing, hiring, retention, and termination. Posts job positions internally and on a variety of external sources. Screens

applicants, assists with the interview process. Manages the hiring process, orientation, and onboarding activities. Is responsible for document verification, investigative proceedings and drug testing prior to hire and as required by law.

- Credentialing and Privileging. Assists with credentialing and privileging of Licensed Independent Practitioners and other licensed/certified/registered healthcare providers and staff. Obtains and verifies required documentation, prepares credentialing packet for review by CEO. Maintains credentialing documentation for the Federal Tort Claim Act (FTCA) application. Creates and maintains employee credentialing files.
- Creates and maintains employee personnel files and training files.
- Performance Reviews. Prepares annual/90 day/special performance review forms with input from senior management. Collects performance reviews for all staff and files them in personnel and credentialing files.
- Staff Development. Provides direction and oversight to the development and provision of staff education and training programs to facilitate professional development of all staff.
- Reviews personnel actions including merit increases, promotions, transfers, and disciplinary actions.
- Assists Chief Financial Officer in overseeing wage and salary administration activities.
- Employee Benefits. Assists senior management in administration of employee benefits. Assists with required paperwork. Maintains documentation in employee personnel files.
- Audits. Conducts audits of benefits, payroll, pay ranges, area pay rates, as well as other HR initiatives; makes recommendations to senior management.
- Attends a variety of administrative meetings. Identifies and seeks solutions to complex personnel problems.
- Participates in professional development activities and maintains professional affiliations.
- Assists with various research projects and/or special projects.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

Education & Experience:

Bachelor's Degree in Human Resources or Healthcare Administration with 3-5 years' experience in Personnel/Benefits Administration or the equivalent.

Interpersonal:

- Problem solving— identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- Interpersonal Skills— maintains confidentiality, is receptive to new ideas.
- Oral communication— speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and is able to conduct productive meetings.
- Written Communication—demonstrates the ability to write professionally, edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.

- Planning/Organizing—demonstrates the ability to prioritize and plan work activities, uses time efficiently. Develops realistic business plans.
- Adaptability— manages competing demands, is able to deal with frequent change, delays or unexpected events.
- Dependability— excellent attendance, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and Security—actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

Reporting Relationships:

Reports to Chief Operations Officer

CFCN Employee Benefits:

CFCN offers an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/RX and vision insurance, short and long term disability, life and accidental death and dismemberment coverage, and a 401k retirement plan.

How to Apply:

For consideration, please send your resume to Tammy Howard, 261 M-62 North, Cassopolis, MI or email to: thoward@cassfamilyclinic.org.