Position Description

Position Title: Vice President of Human Resources
Department: Administration

JOB CONTENT

1. Position Summary:
   (Overall purpose of this position)
   - Direct and manage the Human Resource Management function for Neighborhood Family Practice, a rapidly growing community health center. This position assures alignment of the organizations staff with the organization’s mission, values and strategies.
   - Serves as Corporate Compliance Officer

2. Essential duties and responsibilities which must be performed in order to carry out the position purpose summarized above:
   (The following description is a general representation of the key duties and responsibilities of this position. Other duties may be assigned, as required.)

Principal Accountabilities:

A. Direct and manage staff: select, hire, train, coach, counsel, monitor and assure performance of staff.

B. Develop and implement human resource strategies, policies and programs to support all segments of the organization.

C. Develop and implement the Center’s recruiting, employment and retention programs.

D. Develop and manage compensation and performance management programs.

E. Manage the administration of employee benefit programs.

F. Oversee the maintenance of all personnel records and the human resource information system. Assure accurate and timely processing of all human resource transactions.
G. Assure compliance with all related legal and regulatory requirements.

H. Identify training and development needs; design, implement and/or conduct employee training programs.

I. Provide administrative support for student and resident placements with health care professional programs.

J. Monitor the employee relations climate of the organization; identify and resolve issues.

K. Serve as an advisor to managers on coaching, mentoring and counseling employees.

L. Develop and implement employee communications programs.

M. Maintain state-of-the-art knowledge of the field; identify and adapt new programs, policies and systems to improve organizational effectiveness.

N. Serve as a member of the management team, assuring that the human resource function supports the achievement of the organization’s strategy and objectives.

**Corporate Compliance Officer and Risk Management Responsibilities:**

A. Oversees and monitors the implementation and effectiveness of the compliance plan.

B. Identifies compliance risk areas through a risk assessment process and other means, and implements plans to resolve compliance issues.

C. Implements and operationalizes Board-established policies.

D. Develops, coordinates, and participates in a multifaceted educational and training program.

E. Periodically reports to the Board of Directors on Compliance Program Activities.

F. Responsible for appropriate insurance coverage and associated claims.

G. Create internal controls and monitor adherence to those controls.
H. Receives, investigates, and responds promptly and effectively to compliance related queries.

3. Qualifications:

A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications: (To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Master’s degree in human resources or related field.

- Broad knowledge of employment law, compensation, organizational planning and development, training and development, recruitment and selection, and employee relations.

- Seasoned level of general human resource management experience in a leadership role in a service organization.

- Current knowledge of federal and state compliance regulations.

- In-depth emotional intelligence: demonstrated self-awareness and accurate self-assessment, sensitivity and empathy, openness, reliability and consistency.

- Leadership skills: coaching, team building, goal setting, decision making, problem solving and analytical skills.

- In-depth influencing skills; demonstrated ability to achieve results through influence.

- In-depth written and oral communication skills; demonstrated active listening skills and presentation skills.

- Demonstrated understanding of human resource information technologies and data base management.
• Conflict resolution skills.

B. Essential Physical Demands and Working Environment:
(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

• Ability to see, communicate, hear and utilize electronic communication devices.

• Demonstrated ability to walk, sit or stand for long periods of time.

• Work environment is stressful at times.

• Ability to travel locally with occasional overnight travel. Driver’s license and insurance required.

C. Previous experience that is necessary background to qualify for this position:

• Minimum five years progressive experience in human resources management or directly relevant field.

• Moderate level experience working in in office environment.

REPORTS TO AND EVALUATED BY: President & CEO