

## **Human Resources Manager**

Desert Senita Community Health Center is seeking a Human Resources Manager to join our team. Desert Senita Community Health Center is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

### **The ideal candidate will have the following education and experience:**

- Bachelor's degree in Human Resource Administration, Business Administration, or related field.
- Two (2) years of experience.
- Effective oral and written communication skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- The ability to analyze human resources metrics
- In-depth knowledge of labor law and HR best practices
- Ability to architect strategy along with leadership skills
  
- Master's degree preferred.
- Background in employment law and other government compliance regulations preferred.
- Professional in Human Resources (PHR) certification preferred.  
Bilingual (English & Spanish) preferred.

### **The ideal candidate will also possess the following knowledge, skills, and abilities:**

- Defining the learning strategy and recruitment, setting high standard principles and providing likely solutions. Providing pragmatic and consistent guidance and advice to managers on grievance, attendance, disciplinary, and performance issues.
- Fulfills the recruitment needs of the organization. Coordinates use of search firms. Canvasses, advertises, conducts screenings, tracks referral sources for incoming resumes, schedules interviews for hiring managers, prepares and extends offers, procures documentation (CORI, NPDB, etc.), prepares welcoming materials and coordinates new employee orientations.
- Briefing new managers on the policies and procedures of the organization in conjunction with development and learning team, providing coaching to managers on difficult and complex issues.
- Provides guidance and coaching to supervisors, directors, and managers on employment roles, responsibilities, conflict resolution, laws and regulations.
- Ensures fair and legal process for employment counseling up to and including termination.
- Ensures the management and coordination of all HR-related record-keeping including primary source verification for proof of identity, credentials, licenses, CMEs, CEUs, payroll, earned time and ESL accrual and utilization, immunizations, and the database management and orderly maintenance of personnel files, including benefits management.
- Ensuring the accuracy of all information for payroll processing.
- Reviewing and revising HR policies and procedures in compliance with changing or new legislation.
- Updating and maintaining the employee handbooks as needed.

- Ensures a thorough, fair and equitable annual performance appraisal process is implemented and maintained. Develops and regularly updates competencies. Documents results in personnel files. Provides training assistance, as indicated.
- Leads administrative projects, researches and compiles statistically relevant data, prepares statistical and management reports, as required and requested.
- Conducting new employee orientation program and other educational and training programs on changes in benefits, diversity, etc.
- Administering and keeping information on benefits and compensation packages up-to-date.
- Maintain compliance with federal and state regulations concerning employment.
- Represents the organization at hiring exhibitions, career fairs, Chambers of Commerce, and Business Expos.
- Perform other related duties as required and assigned.

***Position available for remote work.***

For questions, please contact Human Resources at [HR@desertsenita.org](mailto:HR@desertsenita.org).

To apply, complete and submit our online application and upload your cover letter and resume at [www.desertsenita.org](http://www.desertsenita.org).

***As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card***

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.