



# ROSEBUD HEALTH CARE CENTER

383 N. 17<sup>TH</sup> AVE - PO BOX 268 - FORSYTH, MT 59327

## EMPLOYMENT OPPORTUNITY HUMAN RESOURCE DIRECTOR FULL TIME POSITION

The primary responsibility of this position is to develop, implement and administer policies relating to all phase of RHCC's human resource activities. Responsible for recruiting, screening, and orientation of new employees; salary administration; employee benefit programs; personnel policies; employee relations; and personnel record keeping functions. Serves as an advisor to administration on personnel matters. Coordinates, completes, and submits for payment, all insurance billing for the facility and the clinic timely and accurately.

**POSITION SUMMARY STATEMENT:** The primary responsibility of this position is to develop, implement and administer policies relating to all phase of RHCC's human resource activities. Responsible for recruiting, screening, and orientation of new employees; salary administration; employee benefit programs; personnel policies; employee relations; and personnel record keeping functions. Serves as an advisor to administration on personnel matters.

### EMPLOYEE RECRUITMENT AND RETENTION

1. Oversees the employment, recruitment, and transfer activities at RHCC. Ensures compliance of Equal Employment Opportunity laws and guidelines are met as well as hospital policies and procedures. Assists with departmental staff needs.
2. Explains employment and personnel policies. Performs preliminary interviewing process of applicants before referring to manager or department supervisor. Conducts background and reference checks to verify applicant's work history, schedules post-offer job screening and pre-employment drug screening.
3. Conducts orientation of new employees, assigns new-hire Relias training.
4. Provides current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.

### SALARY AND HUMAN RESOURCE FUNCTIONS

5. Administers and performs analysis for compensation systems and programs. Performs compensation audits, writes job descriptions; evaluates jobs; researches and analyzes market data; conducts compensation surveys and participates in compensation surveys conducted by other organizations. Ensures salaries are determined according to policy for new employees and transfers. Prepares all Data Sheets for new hires, annual evaluations, transfers, and terminations for Managers/Supervisors.
6. Creates and maintains Human Resources policies and procedures according to the needs of the facility and in accordance with Federal and State statutes and guidelines assuring they support the mission, vision, and values of RHCC.
7. Oversees the daily HR operations to ensure departmental support/counsel to all management and staff on human resources philosophy, programs, policies, and processes. Maintains communication with management in the areas of discipline and discharge and with employees to resolve problems regarding work-related issues in a prompt and just manner.

Rosebud Health Care Center  
is an  
Equal Opportunity Employer.

Please submit completed applications to

HUMAN RESOURCES

They are available:

- On- line at [rosebudhealthcare.com](http://rosebudhealthcare.com) or
- Clinic Office at 383 N. 17<sup>th</sup> Ave

Inquiries can be made by contacting: 406.346.4238

8. Compiles and inputs information needed for Human Resources module within Healthland including requisitions, applicants, interviews, job offers, work comp, FMLA, and data to remain in compliance with Affordable Care Act or other reporting needs. Provides Payroll Department with data required for payroll processing.
9. Performs difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
10. Investigates grievances, assembles the grievance committee, and notifies the CEO of the committee's findings.
11. Maintains records of hospital employees and answers employment inquiries concerning present and former employees according to policy and law. Keeps all employee files current (licenses, certifications, work status, and tax information, etc.). Retains terminated employee files according to retention law and policies. Audits I-9 for accuracy and retention. Verifies professional license.
12. Maintains records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates. Analyzes statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
13. Advises managers on organizational policy matters such as equal employment opportunity, sexual harassment, interviewing policy and recommends needed changes. With help from managers, creates and maintains job descriptions for all positions within the facility.
14. Retrieves documents as requested by legal counsel and governmental agencies.
15. Represents organization at personnel-related hearings and investigations

#### BENEFITS ADMINISTRATION

16. Coordinates and administers the facility's benefit program. Consults with and advise employees on eligibility for insurance, hospitalization, and other benefits. Assists in the development, implementation, and administration of effective employment programs; ensures the integration of the employment function with other personnel programs; assumes other responsibilities as delegated by CEO.

#### REGULATORY COMPLIANCE

17. Ensures an accurate system of employee record keeping that follows legal and regulatory requirements. Adheres to employee file retention requirements.
18. Completes EEO and OSHA surveys, quarterly DPHHS Senior & Long-Term Care quarterly reports, quarterly Montana Nurses' Association reports and others required by law. Completes New Hire reporting for State and CDBG statistics.
19. Investigates, reports, and follows up investigations of claims on industrial accidents for insurance carriers. Maintains a professional relationship with worker's compensation insurance program.
20. Assists employees with FMLA paperwork completion and information on FMLA
21. Conducts and compiles data from exit interviews to identify reasons for employee termination.

#### EMPLOYEE RELATIONS

22. Keeps the CEO informed of personnel problems and solutions.
23. Attends QA, managers, and administrative meetings. Attends Board of Trustees' meetings.
24. Serves as a link between management and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems.
25. Participates in community events, career and job fairs, school events, etc. to disseminate employment and facility information to recruit applicants and market RHCC.

#### LABOR RELATIONS

26. Knowledgeable in collective bargaining agreements.
27. Keeps abreast of labor laws, arbitration decisions, and collective bargaining contracts to stay compliant.
28. Assists in negotiating bargaining agreements and helps interpret labor contracts.
29. Develops and implements documentation and reporting for administration of labor relations.

The employee will demonstrate the ability to: manage time, maintain a safe and clean environment, practice confidentiality, treat all persons with respect and professional courtesy, accept change, support the mission and vision of Rosebud Health Care Center (RHCC), accept, and provide constructive feedback, be a team player, and adhere to the infection control, fire and safety, disaster and hazardous waste policies. The employee must also demonstrate the competencies for the position and adhere to policies and procedures for their department.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in accordance with regulatory, legal, and organizational policies and procedures.