



REACH Medical / Project Job Posting

Position Title: Human Resources Manager (Full-time)

Position Reports to: Chief Executive Officer / Chief Medical Officer

Position Goal and Role:

The Human Resource Manager will work *primarily on site*, with the REACH Management to develop the Human Resources policies and activities required for the organization. The manager will then ensure that all activities are completed.

Duties/Responsibilities:

- Is versed in the values and vision for a diverse and inclusive workplace and organization.
- Screens employment candidates and refers for interviews to REACH hiring managers as appropriate.
- Self manages the daily HR workflow functions including maintaining and updating personnel files, and the HR information system; has regular and ongoing communications including onboarding and training with staff and contractors regarding benefits, policies, and REACH handbook revisions and updates, etc.
- Works with the REACH management to decide on discipline and termination of employees in accordance with company policy and federal and State Department of Labor regulations.
- Collaborates with REACH management to support the organization's goals, budget, and strategy related to staffing, recruitment, and retention of staff.
- Regular and ongoing interaction with the Director of Finance or their designee(s) regarding timely, accurate, and compliant payroll and / or benefits processing including employee and government benefits and grant-related requirements as appropriate.
- Administers the administration of human resource programs including, but not limited to, compensation, benefits, and leave.
- Works with Management and the Officer of Compliance to ensure the organization is compliant with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Ability to cross train and perform as a backup to the Finance department for payroll processing, as needed.

Required Skills/Abilities:

- Excellent verbal and written communication and interpersonal and negotiation skills.
- Strong analytical and problem-solving and leadership skills.
- Proficient with Microsoft Office Suite, Google platform and HRIS related software.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field or extensive experience (5 years or greater) in Human Resources
- Has training and or experience related to diversity and inclusion
- Experience in a healthcare setting is highly desired.
- Society of Human Resources Managers-CP or SHRM-SCP credentials preferred.

Benefits:

- This is a full-time, benefits eligible position offering a competitive salary.
- This position has a salary range of \$25.00/hour - \$44.99/hour.

REACH Medical, PLLC provides low-threshold, harm reduction-oriented primary care in a multi-disciplinary, integrated practice to further the REACH Mission of ensuring health equity to all who typically face stigma in the current healthcare system.

REACH is dedicated to health equity, we are committed to hiring and developing well-qualified staff who reflect the racial, ethnic, social, and cultural diversity of the people we wish to serve. People of color, people with LGBTQ identities, and individuals with relevant lived experiences and / or disabilities are particularly encouraged to apply.

Please submit a cover letter and resume or curriculum vitae to Ginny @ hr@reachmed.org.

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