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Human Resources Manager

Employer	NOVA MEDICAL GROUP & URGENT CARE
Location	Northern, VA (D.C. Metro)
Salary	Competitive Salary Commensurate with Experience
Posted	Sep 03, 2015
Closes	Oct 08, 2015
Ref	513090H
Function	Human Resources, Management
Industry	Healthcare
Career Level	Manager (Manager / Supervisor of Staff)
Hours	Full Time

Job Summary:

Works closely with: CEO, senior leadership team, and other managerial staff. Reports to the Chief Practice Officer. Provides support to operating units and carries out functions relating to recruitment, compensation, employee policies, employee relations, staff development, company culture, diversity, employee retention, and performance management. Provides support to the management team related to process improvement, customer service standards, strategic planning and organizational effectiveness. Supervises the HR Coordinator/Payroll Administrator.

Essential Functions:

- Provides guidance and supervision to the Payroll/Benefits Administrator.
- Coordinates all recruiting efforts in concert with Payroll/Benefits Administrator. Recruits and screens all job applicants. Performs background checks and reference checks. Prepares final offer letter for all new employees.
- Assists with new employee orientation, ensures smooth on-boarding of all new Nova employees.
- Manages all aspects of employee life-cycle to include: overseeing HR coordinator/benefits administrator in processing all new hire paperwork to ensure appropriate background checks and licensing documentation have been obtained. and ensures I-9 documentation is accurate and meets federal guidelines for all employees, employee terminations, COBRA and conducts exit interviews as needed.
- Oversees the ACA implementation project with ADP and ensures that all employer-mandate reporting adheres to all federal guidelines
- Develops, maintains, and communicates all employee policies and procedures, and code of conduct. Maintains the company's HR policies and Employee Handbook. Incorporates changes approved by the CEO. Maintains the company Operations Manual.
- Develops, implements, and administers initiatives to promote company core values, improve culture, promote diversity, and improve retention and employee satisfaction.
- Develops, implements, and administers leadership development training
- Manage all aspects of employee relations
- Counsel providers and other employees regarding disciplinary issues.
- Oversees employee HR files and filing in a timely manner.
- Works with CPO to administer performance management and compensation.
- Works with Payroll/Benefits Administrator to maintain HRIS systems.
- Manage reimbursement process for CME, PTO, and educational assistance
- Administers Workers Comp and OSHA employee incidents.
- Processes and files annual EEO-1 report and other statistical governmental agency information.
- Ensures company compliance with employment laws.
- Develops and carries out employee recognition programs.
- Oversee compliance and annual reviews.
- Other duties as assigned

Supervised by:

Chief Practice Officer

Qualifications:

*Bachelor's degree required, Masters degree in Human Resource Management preferred, SPHR, PHR or SHRM certification a plus.

*Generalist background with broad knowledge of employment, compensation, organizational planning, employee relations, training, and development. Well developed administrative skills. Strong people and policy management skills. Experience working with multiple divisions.

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