

Director of Human Resources

Introduction

United Family Medicine is seeking a full time **Director of Human Resources** to provide strategic HR leadership to the clinic by establishing, implementing, and maintaining the highest standards of human resources systems to support superior employee engagement. This position leads HR programs and processes focused on excellence in compensation and benefits, recruitment, performance management, employee relations, credentialing, privileging, HR Policy and workplace culture.

United Family Medicine is a Federally-Qualified Health Center in St. Paul, where patients receive community-based Family Practice medical care in addition to mental health, dentistry, social work and other integrated services. When joining UFM, you become part of a diverse, inclusive, and welcoming team who are dedicated to serving our patients and pursuing our mission to deliver excellent healthcare for all and training for the providers of tomorrow.

Primary job responsibilities:

- Provide strategic human resources leadership and promote teamwork and facilitate problem solving within the management team.
- Lead the annual review, preparation and administration of clinic compensation and benefits programs.
- Provide guidance to leaders and managers on staffing considerations, insights and models.
- Develop and implement employee communication strategies including coordination of All Staff meetings, Staff Retreats, and email communications from the leadership and management teams.
- Oversee employee onboarding and orientation to UFM.
- Develop and implement training and development programs at UFM based on job class, clinic policies, and maintain employee training records.
- Oversee the payroll, credentialing and privileging functions for the practice.
- Develop and coordinate employee incentive and recognition programs that support clinic and leadership strategic goals.
- Ensure that all clinic positions are evaluated regularly via salary surveys and internal equity.
- Lead the recruiting efforts for leadership, management, clinical and administrative staff for the clinic.
- Identify needs for recruiting new providers, coordinate recruitment strategies with the CMO, COO and CFO.
- Develop programs to reduce employee absenteeism and turnover
- Develop HR processes and programs that support a collaborative and patient-focused workplace culture.
- Establish and lead an effective performance review process for leaders, managers and employees that supports the strategic goals of the clinic.
- Ensure effective employee relations processes are in place and compliant.

- Develop and maintain all clinical HR policies, gain appropriate approvals and ensure staff adherence to them.
- Perform other tasks as assigned.

Supervisory Responsibilities

- HR Generalist

Knowledge, skills and abilities:

- Excellent interpersonal, verbal and written communication skills.
- Outstanding strategic business and HR acumen.
- Comprehensive knowledge in HR systems and processes.
- Demonstrated high-level professionalism and positive leadership in leading and managing numerous major projects while consecutively maintaining strategic focus on HR initiatives to meet the clinic strategic objectives.
- Ability to effectively manage the day-to-day HR issues of a fast-paced medical clinic.
- Ability to confidently solve problems on a routine basis.
- Maintain highest level of confidentiality.

Education & Experience:

- Bachelor's degree in Human Resources Management or a related field from an accredited institution is required.
- Master's degree in Human Resources Management or Industrial Relations is strongly preferred.
- Minimum 5 years of experience as a Human Resources leader is required.
- Experience working in a health care environment is strongly preferred.

There are many benefits to joining our team but a few of the highlights include:

- Great culture and team atmosphere.
- Paid holidays.
- Generous PTO accrual with the immediate access.
- 403 (b) retirement plan with the company match and 100% vested immediately.
- Benefits enrollment starts the first of the month after the hire date.
- Health insurance plans with a low deductible options and HSA plans with an employer contribution. Dental, vision, short-term-disability, HSA, health care and dependent care FSA options.
- Employer sponsored Life w/AD&D and Long term disability.

UFM is an equal opportunity employer.

Applications should be sent to recruitment@unitedfamilymedicine.org