

Employment Opportunity

Posted June 18, 2020

Family Health Center is an established non-profit Community Health Center in S.W. Washington; we are seeking an experienced Human Resources Manager. The HR office is located in Longview, WA. We have clinics in Cowlitz, Wahkiakum, and Pacific counties that include Medical, Dental and Behavioral Health Services, for high-risk, low-income and multi-ethnic population. We pride ourselves in our ability to provide exceptional care for our patients and clients and our sincere connection to the communities we serve.

The HR Manager is responsible for supporting leadership, and supervisors to insure the smooth and compliant functioning of the Human Resource systems and activities of FHC. The HR Manager provides consultation and education to managers, and employees on labor relations matters. The HR Manager is responsible for directing the HR Department activities including: recruitment and retention, employee benefits administration, leave management, responding to complaints and employee relations.

The HR Manager works in a fast-paced environment and displays a friendly manner, a commitment to service, strong decision-making skills, and the ability to remain calm under pressure.

Requires Bachelors degree in human resources or equivalent, PHR, SPHR or SHRM HR Certification, 5-10 years progressively responsible human resources experience, preferably within the healthcare field. Knowledgeable and proficient in employment law, human resource compliance and best practices. Computer literate and knowledgeable of electronic human resources records and reporting systems. Must be a confident, self- directed individual who can work within a team as well as independently.

To apply:

go to <https://www.cowlitzfamilyhealth.org/jobs>

1. Go to our website, download and complete the application and disclosure forms.
2. Send your forms, Resume, and Cover letter to the email listed on the careers page

Generous Employer Paid Benefits: Medical, Dental, Vision, PTO, Life Insurance and 403(b)

EOE Affirmative Action Employer

Thank You,

Adrienne Demmon
HR Director
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