

HUMAN RESOURCES MANAGER

Desert Senita Community Healthcare is seeking a Human Resources Manager to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

The ideal candidate will have the following education and experience:

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resource Administration, Business Administration, or related field.
- Two (2) years of experience.
- Effective oral and written communication skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization
- The ability to analyze human resources metrics
- In-depth knowledge of labor law and HR best practices.
- Ability to architect strategy along with leadership skills

PREFERRED QUALIFICATIONS

- Master's degree preferred.
- Background in employment law and other government compliance regulations preferred.

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Leading administrative projects, researching and compiling statistically relevant data, preparing statistical and management reports, as required and requested. Participating in HR related CQI projects
- Reviewing and revising HR policies and procedures in compliance with changing or new legislation
- Defining the learning strategy and recruitment, setting high standard principles and providing likely solutions.
- Ensuring a thorough, fair and equitable annual performance appraisal process is implemented and maintained
- Providing coaching to managers on difficult and complex issues.
- Ensuring fair and legal process for employment counseling up to and including termination.

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity