



Human Resources Manager

Who We Are:

The Northwest Healthcare Response Network (NWHRN) has a unique and vital role in disaster planning, response, and recovery: We lead and coordinate a **coalition** of independent healthcare organizations, public health leaders and emergency response partners to ensure Washington's communities can receive needed healthcare services during emergencies and disasters. This is the heart of our nonprofit mission during any kind of crisis. Our goal is that every patient gets the care they need when disasters strike.

We are a local and national leader on multi-hazard healthcare preparedness and response and multi-sector engagement. Our **expertise** centers on developing the relationships, plans and capabilities that are at the core of a coordinated emergency response. Our **approach** to disaster planning and response relies on **both art and science**. We leverage expertise, collaboration, partnerships, innovation, and accountability to identify novel approaches to multisector challenges and implement solutions.

We achieve our goals through a commitment to teamwork, collaboration, individual accountability, remaining agile, a dedication to customer service and taking initiative to work through obstacles. We believe in the philosophy and ethos of "We not Me." We seek to foster and maintain a culture of mutual support, growth, and working towards the common good to realize our mission, both internally and externally.

Who You Are:

Our future Human Resource Manager is excited to join a team focused on helping ensure patients get care in disasters through coordination, collaboration and readiness with our healthcare and emergency response partners. They are excited to serve as the human resource expert in a small growing non-profit organization.

Our ideal candidate is passionate about our mission and shares our philosophy on organizational culture and approach. They have a high degree of integrity and demonstrate professionalism and personal accountability. They enjoy working with a team and partners who bring diverse backgrounds and skill sets and believe our best outcomes are achieved by working together. They are comfortable with being nimble in a small organization. They are conscientious and mindful of how their actions affect others.

They approach their work by seeking to understand the needs and objectives of others, which then informs how they achieve their objectives. They maintain a growth mindset and are committed to continuous improvement. They seek and provide feedback and they adapt their approach and expectations accordingly both within the team and with our partners.

Does this sound like you?

Join our skilled, mission-driven, and professional team!



Job Summary:

This position will oversee all aspects of internal human resources, including employee relations, employment law compliance, compensation and benefits, recruiting, performance management, and DEIB strategies in the organization.

Essential Functions: *Duties & responsibilities include, but are not limited to:*

I. Employee performance and Workforce development

1. Enhance and implement effective performance management processes that support a culture of continuous improvement and high performance.
2. Provide recommendations to leadership on strategies to support employee well-being.
3. Assist leadership in revisions to organizational structure/reorganization or addition of new positions if needed to support the organization's growth and effective operations.
4. Performance management: Review and recommendation for updates or changes to employee performance review process and documentation. Assistance with written performance feedback.

II. Staff and Manager Training

1. Train, orient and onboard new staff
2. Develop coaching and training program for managers to grow and support supervisory and leadership skills, as well as resolution techniques for personnel issues.

III. Position analysis, Compensation and Benefits

1. Manage the compensation and benefits programs to ensure they are competitive, fair, and align with the organization's values and goals.
2. Monitor compensation trends annually.
3. Review job descriptions to ensure alignment with roles and responsibilities.
4. Provide updates to management on market trends for compensation and geographic differential factors.
5. Provide input on any revisions to compensation strategy if needed.
6. Collaborate with the management team to evaluate and update the organization's compensation and benefit frameworks.

IV. Recruiting and Retention

- 1) Manage talent acquisition, including candidate application review, interviews and offers.
- 2) Organize and conduct orientation of new employees and volunteers through HR processes, training sessions, and the distribution of informative materials.
- 3) Create, refine, and oversee the implementation of HR practices within the company to ensure high employee retention and work satisfaction.
- 4) Develop and implement strategies and programs to support employee development, growth, and career advancement.

V. Diversity, Equity and Inclusion and Belonging

- 1) Develop and implement strategies to ensure DEIB values are represented throughout the organization.
- 2) Develop and implement programs that support a culture of DEIB and ensure the organization has a diverse and inclusive workforce.
- 3) Provide training and education for all employees on DEIB topics.
- 4) Create and implement metrics to measure and track the success of DEIB initiatives.



VI. HR and Legal compliance

- 1) Enhance and implement effective HR policies and procedures, such as the employee manual.
- 2) Ensure policies and procedures are compliant with and updated as needed to follow changes in multi-state and federal labor laws and regulations.
- 3) Serve as ongoing resource for questions from staff and address HR policy issues that may arise.
- 4) Monitor changing employment regulations and assess impact to the organization. Advise leadership team and offer recommendations.

VII. Employee Relations

1. Handle employee grievances and conflicts, as needed.
2. Ensure compliance with applicable employment laws and regulations.

Key Performance Indicators

The following are performance measures that are critical to success in every role at NWHRN. They represent our values and guiding behaviors in how we do our work and achieve our mission.

- STEWARDSHIP
- TEAMWORK
- INITIATIVE
- FLEXIBILITY
- ACCOUNTABILITY
- COMMUNICATION
- CUSTOMER SERVICE
- LEADERSHIP

Qualifications:

- 5-7 years of related experience as HR Manager or other HR position.
- Excellent active listening, negotiation, problem solving and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- In-depth knowledge of labor law and HR best practices.
- Excellent writing skills.
- Experience advising leadership team on HR issues, trends and topics.

Desired: PHR and/or SHRM credentials

Successful candidates will demonstrate good listening skills, empathy, emotional intelligence, high ethics, detail oriented, conflict management skills.

Hiring salary range: \$ 88,000 – 95,000 annually. New hire initial salary is expected to be within the hiring salary range.

Benefit Highlights:

- 100% employer paid Medical, Dental and Vision insurance for employees; 75% employer paid insurance for each dependent.
- Paid vacation, sick leave, holidays, and 2 personal days.
- Retirement plan with employer match up to 4% of gross salary. Flexible Spending Account option.



Hours:

40 hours per week, generally Monday - Friday. When needed, emergent and /or emergency response activities could require long hours and weekend work.

Work equipment:

NWHRN supplies a work-issued laptop, cell phone and equipment to perform essential job functions.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 25 pounds at times.

To apply:

Please send a cover letter indicating interest in the position and resume to Fuel Talent recruiting team.

Position will remain open until filled.

NWHRN is an equal employment opportunity employer.