



## **Human Resource Manager**

UCS Healthcare, one of the leading behavioral health organizations in Iowa, is seeking a Human Resource Manager. Based in Des Moines, Iowa, with locations in Ankeny and Knoxville, UCS is a 501(c)3 non-profit, licensed by the State of Iowa to provide behavioral health services, including medication-assisted treatment for substance use disorder, mental health therapy, and primary healthcare as well as outpatient psychiatric care. The Human Resource Manager will oversee and manage all aspects of the human resource functions of UCS Healthcare, and work with supervisors and directors to ensure that we meet our commitment to our patients and their needs. For more information, see below to view the job description and apply online.

**Job Title:** Human Resource Manager

**Reports To:** Chief Executive Officer

The Human Resource Manager is responsible for the daily and long term operation of UCS Healthcare's human resource department goals and outcomes. This position will collaborate with multiple management levels and employees throughout UCS Healthcare.

Responsibilities include but are not limited to:

### **Recruitment/On-Boarding:**

- Conduct recruitment efforts for all exempt and non-exempt employees, interns and contract employees.
- Develop and maintain relationships with career planning/placement directors at health care colleges/universities and technical schools; write and post position announcements.
- Manage a comprehensive onboarding process for new employees, including ongoing training.
- Overseeing of the hiring process, which includes coordinating job posts, reviewing resumes and performing reference checks.
- Conduct orientation for all new employees and interns.
- Complete all required background screenings on all selected new hire employees in accordance with federal and state regulations.

### **Benefits Administration/Compensation:**

- Process bi-weekly payroll.
- Perform benefits administration including claims resolution, change reporting, approving invoices for payment as needed.
- Communicate benefit information to all employees.
- Organization and schedule annual open enrollments.
- Management compensation program.
- Provide upkeep on HRIS on daily, weekly and monthly basis.

**Employee Relations:**

- Handle all employee relation activities in conjunction with management team; counseling, outplacement counseling, and exit interviews.
- Recommend new approaches, policies, and procedures to improve the efficiency of the agency and services performed continually.
- Administer various human resource plans and procedures for all organization personnel; assist in the development and implementation of personnel policies and procedures.
- Manage leave programs including FMLA, IRCA, and PTO as well as the PTO donation program.

**Administrative Functions:**

- Preparing or updating employment records.
- Maintain company organization charts and employee directory.
- Maintain human resource records including employee licensures and certifications.
- Manage employee handbook.
- Provide training to leadership on employee relations, and employment laws.

**Work Compensation:**

- Provide initial intake and continuing case management activities.
- Maintain all required record and reporting requirements.
- Prepare and present training to staff and management.
- Coach leadership on various workers compensation topics and situations.

**Compliance:**

- Maintain compliance with federal, state and local; workers compensation and benefits laws.
- Manage all reporting requirements; federal, state and local.
- Manage CARF required expectations.
- Coach leadership on compliance related issues.

**Education and Experience:**

- Three years of experience in a medical or clinical setting as a Human Resource Manager.
- Bachelor's degree required.
- Preferred experience in a non-profit clinic setting.
- Experience with working with compensation, employee relations, benefits administration, FMLA, work comp, talent acquisition, and performance management.

**Required Knowledge, Abilities and Skills:**

- Adept using technology, MS office software suite, internet, social media channels.
- Adept at using video platforms, Chime, Zoom or Skype.
- Ability to prioritize changing situations and issues.
- Excellent organizational and oral/written communication skills are a must.
- Excellent presentation and training skills

**Special Requirements:**

- Minimal travel required, less than 5%.
- Ability to work independently, exercise discretion and sound judgment.
- Ability to make decisions on matters/situations that may affect the entire agency.

**Working Hours:** 8 AM to 5 PM with occasional travel.

**Work location:** 4908 Franklin Ave, Des Moines, Iowa

**Benefits Description:** At UCS Healthcare, we offer a robust benefits package and compensation package. We offer Medical with a drug prescription program, along with Dental and Vision insurances with options for Flex spending accounts. Also provided is a 403(B) retirement plan with matching contribution by UCS Healthcare after a 12-month elimination period. UCS offers life insurance with an option to purchase affordable term insurance packages. UCS Healthcare provides a generous PTO package and recognizes six federal holidays. Finally, UCS Healthcare provides a tuition reimbursement program for qualified employees.

Please email your resume and cover letter to: Jennifer Pearson, CEO, UCS Healthcare.

[jenniferpearson@ucdsm.org](mailto:jenniferpearson@ucdsm.org)

***UCS Healthcare is an Equal Opportunity Employer.***