

Central Florida Health Care, Inc., a privately held non-profit primary care health organization, is seeking experienced HR talent to lead our southern operation as the **Regional HR Manager**. The southern region consists of 6 primary care clinics and several administrative facilities throughout Polk, Hardee and Highlands counties. The role is responsible for providing day-to-day transactional HR activities and some strategic level HR activities for over 360 employees. This role will work closely with clinic leadership for talent acquisition, onboarding, employee relations and other key HR activities. In addition, the Regional HR Manager will work with director and senior level leadership in a highly visible role. Reporting to the Chief HR Officer, this role manages several HR direct reports. The role includes traditional hours Monday through Friday with wide accessibility as an exempt level position.

Please apply at cfhc.org/careers/.

CENTRAL FLORIDA HEALTH CARE, INC.

POSITION DESCRIPTION

Title: Regional Human Resource Manager

Reports to: Chief Human Resource Officer

FLSA Status: Exempt

Personnel Supervised: Talent Acquisition Recruiter, HR Coordinator, HR Receptionist



POSITION SUMMARY:

The Regional HR Manager (RHRM) will oversee the delivery of HR policies, procedures, and processes including but not limited to job design, talent acquisition, employee and labor relations, performance management, talent management, succession planning, workers' comp, unemployment, professional credentialing/privileging and HR investigations in an assigned region for multiple primary care clinics and administrative roles. The role is both strategic and transaction oriented. The role works closely with clinic leadership on a day-to-day basis to ensure operational success for each clinic. People are our most important asset and this position will ensure an engaged and productive workplace reinforcing the company's mission, vision, and overarching goal and shaping a positive culture. Reporting to the Chief Human Resources Officer, the Regional HR Manager will lead a team of HR professionals in supporting the achievement of the HR strategy, business priorities and key foundational programs.

MINIMAL QUALIFICATIONS:

- Bachelor's Degree in Human Resources or related field
- Five (5) years' experience as HR Manager or other HR Leadership role
- Demonstratable experience with HR metrics
- Knowledge and experience working with HRIS/HCM systems and databases
- In-depth knowledge of labor law and HR best practices
- Strong competency in Microsoft applications including Word, Excel, Outlook, PowerPoint and Teams

SPECIAL SKILLS:

- People oriented and results driven
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Aptitude in decision-making and problem solving
- Excellent interpersonal and public speaking skills

RESPONSIBILITIES AND PERFORMANCE EXPECTATIONS include, but are not limited to, the following:

- Maintain current knowledge of state and federal labor regulations to monitor and ensure compliance
- Develop, implement and monitor HR strategies and initiatives aligned with the overall business strategy
- Work collaboratively with management team and front-line management
- Monitor and manage employee turnover
- Bridge management and employee relations by addressing demands, grievances and other issues
- Manage the talent acquisition, recruitment and selection process
- Develop and implement talent retention strategies
- Develop department goals, objectives, and systems that align with corporate and department goals
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Manage and maintain the salary comp process
- Manage and maintain professional credentialing/privileging process
- Nurture a positive working environment
- Manage the performance appraisal process that drives high performance and accountability
- Provide reports to management team utilizing HRIS/HCM decision support tools and HR metrics
- Ensure HR regulatory compliance throughout regional area of responsibility
- Support management team in educating, counseling and coaching staff
- Resolve conflict utilizing position conflict resolution tools
- Partner with management to administer the disciplinary process, workplace investigations and termination procedures
- Ensure workplace safety throughout regional area of responsibility
- Other duties as assigned

PHYSICAL REQUIREMENTS:

- Standing/walking/sitting for long periods
- Routinely operate standard office equipment to include, but not limited to, computers, phones, photocopier and filing cabinets
- Independently mobile
- Ability to adapt and function in varying environments of workload, worksites, and work shifts