



## **HUMAN RESOURCE DIRECTOR**

### **SUMMARY**

The Human Resource Director is responsible for overseeing human resource activities, policies, and programs in collaboration with the Altres Human Resource Specialist, assisting with directing Waimanalo Health Center employees to appropriate resources, forms, policies, etc., coordinating placement of volunteers and students. Warmly welcomes staff, patients, volunteers, students, Board and community members to the Waimanalo Health Center. Works within the core concepts of the Patient Centered Health Care Home.

### **EDUCATION AND OR EXPERIENCE**

- ❖ Bachelor's degree in Human Resource Management, Business Management or related field from an accredited institution, and five years of human resource experience
- ❖ Human Resources Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred
- ❖ High school diploma or equivalent
- ❖ Proficient with word processing, excel, outlook, power point, etc.

### **OTHER SKILLS AND ABILITIES**

- ❖ Knowledge of the mission and operation of community health centers
- ❖ Knowledge of office practices, processes, and computer software programs
- ❖ Knowledge of employment law, compensation, organizational planning, employee relations, safety, and training and development
- ❖ Knowledge of maintenance of filing systems
- ❖ Ability to speak, write and read the English language
- ❖ Ability to use diplomacy and discretion, when giving out information and referring and directing callers and visitors
- ❖ Above average oral and written communication skills
- ❖ Excellent interpersonal and coaching skills