



Human Resources Specialist

We are a community health center located in majestic Waimanalo, where **our mission** is to provide the highest level of primary and preventative health care services, with special attention to the needs of Native Hawaiians and the medically underserved, and improving the health and wellness of individuals and their `ohana (family) regardless of their ability to pay. We are committed to improving the quality of life for the people of Hawaii.

Our Values

Mālama (stewardship) - We listen to people with our full attention, seeking to know them and understand their healthcare and wellness needs and aspirations for themselves, their family and the Waimānalo community. We will respond, to the best of our abilities, as caring, compassionate, engaged and professional partners in healthcare.

`Ohana (family) - We believe that wellness embraces the whole family and we welcome their participation in the healthcare of their loved ones. Our belief extends to the Waimānalo community-at-large where we build the foundation of good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

Pono(rightness and balance) - We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

We are seeking a dedicated, talented and team-oriented Human Resources Specialist to join our `ohana (family) to support our mission and values.

This is an entry level position - college graduate, proficient in technical skills, with emphasis on recruiting and willing to be mentored preferred. We offer competitive wages, excellent benefits and a great working environment.

SUMMARY:

The position performs duties to support the employees of WHC. The Human Resource Specialist provides skilled administrative support to the Human Resource Director and is responsible for confidential and highly complex duties. The HR Specialist ensures compliance with a wide variety of personnel policies and procedures, laws, board policies, and administrative rules; participates in the design, implementation, monitoring, and maintenance of processes, procedures and systems. The HR specialist is responsible for maintaining a broad understanding of the organizations policies and procedures and employment and labor laws. The position requires use of compassion and sound judgment in dealing with staff and the ability to initiate and manage projects independently.

QUALIFICATIONS

- ❖ Proficient in intermediate to advanced-level computer skills, including Microsoft applications (Excel, Word, PowerPoint, Outlook, Office 365, Teams)
- ❖ Solid understanding and experience with group benefits administration, HR compliance, labor laws, and in conducting workplace investigations.

- ❖ Experience with an HRIS system (HR Symphony, ADP, Ceridian, Performance Pro) and are able to assist employees with basic system issues.
- ❖ Possess strong communication skills, including active listening, writing and speaking in small and large groups.
- ❖ Possess analytical skills and work experience in problem solving, qualitative analysis, and project management, and continuous improvement methodologies.
- ❖ Well versed in employment laws and regulations, staying current on and have a solid working knowledge of ERISA, ACA, FMLA, HFLL, HIPPA, COBRA, Workers Compensation, and EEOC.
- ❖ Able to develop and gain staff confidence, trust and respect through effective interpersonal skills.
- ❖ Be of a caring nature with the ability to act with integrity, professionalism, and confidentiality.
- ❖ Ability to recognize complex problems, analyze situations and provide suggested implemented resolutions.
- ❖ Able to remain flexible and adaptable in a changing environment.

CERTIFICATES, LICENSES, REGISTRATIONS

- ❖ Bachelor's degree and/or equivalent work experience required.
- ❖ Human Resources Management, Statistics, Business Administration degree preferred.
- ❖ PHR or SPHR certification by Society of Human Resource Management and/or CP, SCP designations.
- ❖ Two-Step Tuberculosis clearance is required.
- ❖ Proof of COVID-19 vaccine required.

BENEFITS

- ❖ Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- ❖ Discounted Medical and Dental services provided by WHC
- ❖ Paid Holidays – 10 Full days and 2 Half Days
- ❖ Paid Time Off (PTO)
- ❖ Paid Wellness Hours
- ❖ Wellness Bucks - \$200 annually
- ❖ Group Term Life Insurance
- ❖ Supplemental Group-term Life Insurance & AD&D Insurance
- ❖ Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- ❖ Flexible Spending Program
- ❖ Employee Assistance Program (EAP)
- ❖ Longevity Benefit – After 5 or more years of service
- ❖ Tuition Assistance Program
- ❖ Free Parking
- ❖ and more....