WAIMĀNALO
HEALTH CENTER

Temporary Human Resource Specialist

Waimānalo Health Center is dedicated to offering employees an exceptional work environment and offers competitive salaries and benefits. We are seeking a dedicated, talented, and team-oriented ***Temporary Human Resources Specialist*** *to join our `ohana (family) to support our mission and values.*

Mission

Waimānalo Health Center is rooted in Native Hawaiian values and devoted to improving the health and wellness of all people, regardless of ability to pay, by providing comprehensive primary and preventive health care services of the highest quality.

Vision

Waimānalo Health Center is dedicated to the continuous advancement in quality healthcare while assuring universal access for all. We believe that our values of Aloha, Mālama I Ka Pono, Mālama I Ka ‘Ohana, and Mālama I Ka ‘Āina, enable our patient-centered healthcare home services to deeply focus on the shared role of healing oneself, ‘ohana, community, and ‘āina over generations.

Core Values and Guiding Principles

Our values at Waimānalo Health Center promote Hawaiian-centered diversity, equity, and inclusion by welcoming all members of the Koʻolaupoko community to access our holistic services ranging from traditional Hawaiian healing practices to Western medicine.

Aloha: We listen to people with our full attention, seeking to know them and understand their health care and wellness needs and aspirations for themselves, their family and community. We will respond, to the best of our abilities, as caring, compassionate, engaged, and professional partners in healthcare.

Mālama I Ka Pono: 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.

Mālama I Ka ‘Ohana: We believe that wellness embraces the whole family, and we welcome their participation in the healthcare of their loved ones. Our belief extends from the Ahupuaʻa of Waimānalo throughout Koʻolaupoko where we build the foundation for good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

Mālama I Ka ‘Āina: We understand the importance of one’s sense of place and the holistic nature of health and wellbeing. Through integrative services we support the balance of body, mind, and spirit, while respecting one’s cultural connectedness to the ‘āina of Hawai'i. Ka Mauli O Ka ‘Āina A He Mauli Kānaka: The Life of the Land is the Life of the People

Summary

The position performs duties to support the employees of WHC. The Human Resource Specialist provides payroll and administrative support and is responsible for confidential and complex duties. The Human Resources Specialist ensures compliance with a wide variety of personnel policies and

procedures, payroll, laws, board policies, and administrative rules; participates in the design, implementation, monitoring, and maintenance of processes, procedures and systems. The Human Resources Specialist is responsible for and has a broad understanding of the organization's policies and procedures and employment and labor laws. The position requires compassion and sound judgment in dealing with staff and the ability to initiate and manage projects independently.

Benefits

- Health Benefits (Medical, Dental Drug, Vision)
- Employee Retirement Savings Plan 403(b) – Employer matches 66.67% of employee's contribution up to a maximum of 6% of employee wages after six months of employment.
- Flexible Spending Program
- Paid Holidays – 9 Full days and 2 Half Days
- Paid Time Off (PTO): Accrual based on working 40 hours per week
    - 1 to 3 years – Max. Accrual = 152 hours
    - 3 to 8 years – Max. Accrual = 200 hours
    - 8 to 13 years – Max. Accrual = 248 hours
    - 13 + years – Max. Accrual = 296 hours
- Paid Wellness Hours (2 hours per pay period based on FTE)
- Wellness Bucks – Up to $200 annually
- Bereavement Leave
- Makahiki – Employee Appreciation Day
- Jury Duty Pay, Casual Dress Friday, Longevity Benefit After 5 or more years of service
- Tuition Assistance Program
- Discounted Medical,
- Dental and Vision services provided by WHC Employee Assistance Program (EAP)
- Group Term Life Insurance Supplemental Group Term Life Insurance & AD&D Insurance
- Lifestyle Benefits
- Free Parking

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 and is able to assist employees with basic system issues. Previous experience with Paylocity desired.
- Possess strong communication skills, including active listening, writing and speaking in small and large groups.
- Possess analytical skills and work experience in problem solving, qualitive 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.

- Knowledge of the mission, vision and values of the organization
- Knowledge of office practices, processes, and computer software programs.
- Ability to use diplomacy and discretion, when giving out information and referring and directing callers and visitors.

Certificates, Licenses, Registration

- Bachelor’s degree and/or equivalent work experience required.
- Human Resources Management, Business Administration, or similar degree preferred.
- SHRM-CP certification from the Society of Human Resource Management preferred.
- Two-Step Tuberculosis clearance is required.