



Human Resources Generalist Outpatient Medical Center

Under the supervision of the CEO, the Human Resources Generalist is responsible for coordinating the responsibilities of the Outpatient Medical Center in accordance with the priorities and goals set by the CEO, the policies adopted by the Board of Directors, and the operational procedures established by management. This position serves to assure OMC is in compliance with personnel policies and applicable laws. The position is also expected to demonstrate a model work ethic, trustworthiness, and participate in efforts to improve employee betterment and a healthy work environment. Demonstrates appreciation for OMC's healthcare mission and need to attract quality healthcare talent.

Essential Job Functions

Responsibilities include, but are not limited to, routine and urgent day-to-day activities such as:

- Complete assignments by CEO for HRSA and JC required reports and documentation
- Track and guided staff in proper way to recruit and hire qualified individuals,
- Consults with and advises staff on OMC policy on how to resolve personnel matters using the personnel policies, ensure compliance with the OMC's corrective action policy
- Assists CEO with developing human resource policies and compensation scales.
- Provides guidance to managers on documenting training and competencies required for filing in personnel files
- Develops processes to track and ensure that employee evaluations, required job related trainings, and any approved personnel or compensation changes are completed within required timeframes.
- Monitors policies to ensure compliance.
- At request of CEO, conducts fact-findings for assigned investigations
- Works with fiscal staff and third-party administrators to resolve claim issues related to the administration of employee benefits programs; reconciles and maintains employee benefits portfolios.
- Coordinates all efforts for onboarding and orienting new staff as well as coordinating impending employment separations in accordance with policy
- Maintain trust and credibility of human resources services by being strictly confidential and following policies and executive guidelines consistently with all
- Performs other duties as assigned by supervisor.

Knowledge, Skills & Abilities

Knowledge sufficient to thoroughly understand the diverse objectives and functions of OMC in order to provide HR services in a manner that maximizes the performance of the various departments and programs.

Skill in decision making and problem solving; maintaining an organized work area with attention to detail; organizing and prioritizing workload and meeting deadlines; and excellent and written and verbal communication.

Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic, and professional backgrounds, work effectively with managers, co-workers, members of the public and professional groups, manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service

attitude, consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member, function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; work towards goals and objectives of Strategic Health Plan; follow OMC policies and the mission, vision, and Guiding Principles of OMC; receive constructive feedback; and be available to accept new assignments to meet disaster-related OMC responsibilities.

Experience & Education

Required: Bachelor's degree from an accredited college or university required or may be substituted with past HR job experiences.

Preferred: Experience sufficient enough to fully understand the diverse functions of the Human Resources and manage OMC needed service.

License and/or Certification

Valid Louisiana Drivers License

Special Requirements

Must have reliable transportation and be willing to travel between OMC facilities if needed. Must have reliable transportation and be willing to travel between OMC facilities. Must be willing to work evening hours if necessary.

Outpatient Medical Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

**Approved by CEO on August 20, 2021*