

HUMAN RESOURCES MANAGER JOB POSTING

Job Title:

Human Resources Manager

Job Location:

David Raines Community Health Centers
Shreveport, LA

Job Category:

Human Resource Management

General Description:

The Human Resources Manager plans, directs and coordinates the administrative functions of DRCHC, as well as oversees the recruiting and on-boarding of new staff; consults with management on strategic planning; and serves as a link between an organization's management and its employees. • Manages all expenses related to employment, including recruitment, departmental, worker's compensation, unemployment compensation, safety training, and related matters within budgeted guidelines.

Essential Experience:

Minimum 5-7 years of experience in Human Resources. Office management, administrative, and writing skills to include Onboarding, HR Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, and Employment Law. Related degree may be considered. PHR or SPHR preferred, but not necessary.