

**Toe River Health**

 **Human Resources Manager**

Toe River Health is currently accepting applications for a full-time Human Resources Manager.

**Position Summary:**

An employee in this position plans, organizes, develops, and implements a variety of human resource management programs designed to help Toe River Health District achieve its mission and vision. Functions performed include recruitment and selection, onboarding new employees, benefits management, performance evaluation programs, safety and risk management, personnel records management, training and development, policy and procedures development, compensation and employee relations. Work requires an understanding of organization development, human behavior, and organizational psychology, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and sound judgment in decision-making, problem-solving and maintaining confidentiality regarding personnel actions.

Work is performed under the direction of the Health Director and evaluated by discussion, reports, observation, and feedback from supervisors and employees.

**Duties and Responsibilities:**

* Manage the day to day functions of Human Resources including, but not limited to recruiting, employee relations, onboarding process, etc.
* Maintains compliance with federal, state and local employment laws and regulations.
* Ensure compliance with Toe River Health policies and practices.
* Recruits, interviews and facilitates the hiring of qualified job applicants; collaborates with supervisors to understand skills and competencies required for openings.
* Conducts background checks and employee eligibility verifications.
* Champion continuous quality improvement in all areas of work.
* Performs routine tasks required to administer and execute human resources programs including but not limited to disciplinary matters, disputes and investigation; performance and talent management; productivity recognition and morale; training and development.
* Performs other related duties as assigned.

**Knowledge, Skills and Abilities:**

* Excellent verbal and written communication skills, including the ability to listen.
* Excellent interpersonal, negotiation and conflict resolution skills.
* Strong leadership skills to guide, support and motivate staff.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with proven ability to meet deadlines.
* Ability to act with integrity, professionalism and confidentiality.
* Thorough knowledge of employment-related laws and regulations and the willingness to research and learn them.
* Ability to follow the North Carolina General Statues and Office of State Personnel for Public Health.
* Knowledge of and experience with ADA (Americans with Disabilities).
* Strong ability to work with Microsoft Office Suite or related software.
* Ability to perform HR analysis and prepare reports to be used for decision making.
* Ability to remain calm in stressful situations including during disciplinary hearing or employee conflicts.
* Strong ethics, morals and sound judgement.

Page 2

**Minimum Qualifications:**

Bachelor’s Degree from an appropriately accredited institution and two years of experience in personnel administration, investigation, or a related field which provides an understanding of human relations issues; or an equivalent combination of training and experience; Associate’s Degree in Human Resources or relevant field form an appropriately accredited institution and 2 year of experience required; or 3 years of progressive experience in Human Resources; or equivalent combination or education and experience.

Must possess a valid NC Driver’s License and have reliable transportation.

**Schedule:**

Scheduled work hours will be within normal health department hours, which are 8:00 am – 4:30 pm Monday – Friday. The location of this position will be at the Mitchell County Health Department and the position is responsible for all of Toe River Health District (Mitchell and Avery County Health Department) employees.

**Salary Range:** $46,694 – 72,376

This position offers an excellent benefits package.

**Position Open till Filled**

This position is subject to employment reference checks, drug test and background check.

Interested applicants can apply by submitting a NC State Application and resume to:

Toe River Health District

130 Forest Service Drive

Bakersville, North Carolina 28705

Attention: Human Resources OR Email to: glenda.shuffler@toeriverhealth.org

Toe River Health District is an equal opportunity employer and does not

discriminate on the basis of race, color, national origin, sex, religion, age,

disability or genetic information in employment or in the provision of services