



Ensuring Health Care Access for Everyone

Part time Human Resource Specialist

Are you driven to help build stronger, healthier communities?

Do you believe everyone should have access to basic health care?

Now is the time to join us and make a difference!

We are looking for a part time Human Resource Specialist to join our diverse team of compassionate, caring, and dedicated professionals.

HealthFinders Collaborative is a growing community clinic providing quality health care (primary medical, dental, mental health and substance use treatment) as well as advocacy and wellness education for people who have limited access to care. HealthFinders has a unique, community-based model that works.

About the position:

Job classification: *Part-time, exempt; .5FTE, remote available with expected regular presence at HFC locations*

A part-time **Human Resource Specialist** plays a crucial role in supporting the human resources functions of HFC. This position is responsible for a range of tasks related to HR operations, including recruitment, employee relations, and administrative duties.

HFC is a dynamic, diverse, and growing organization (currently 35 staff and 25 volunteers). This is HFC's first internal dedicated HR resource. The position will support consolidating current processes into one role, as well as developing new initiatives and practices.

HealthFinders has many opportunities for growth and is looking for someone who is eager to grow in their field. We encourage you to apply if you are interested but not sure you meet all the qualifications: we frequently hire for leadership and potential, and support skills training for various positions.

Recruitment and Onboarding Duties:

- Assist in the recruitment process by posting job openings, screening resumes, and coordinating interviews.
- Conduct reference checks and background screenings for potential hires and volunteers.
- Prepare offer letters and employment letters.
- Assist with the onboarding process for new employees and volunteers including paperwork, orientation and coordinating with various departments.
- Ensure that pre-orientation procedures are completed and that new hires are oriented in a timely fashion and assist with new volunteer orientation as appropriate.



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HR Administration Duties:

- Maintain and update employee and volunteer records, ensuring accuracy and compliance, and supporting supervisors with reporting and tracking needs.
- Assist in benefits administration, including enrollments, changes, and inquiries.
- Manage HR databases and software, keeping employee and volunteer information up to date.
- Handle HR-related paperwork, such as employment verification, HR-related correspondence, and forms.
- Support supervisors to administer performance evaluation programs to ensure effectiveness and compliance.
- Administer salary program to ensure compliance and internal equity.
- Administer benefits programs such as health, dental, and disability insurance, 403b plans, PTO, leave of absence, and employee assistance.
- Maintain appropriate records of employee benefit plan participation such as insurance and pension plans; personnel transactions such as hires, promotions, transfers, performance reviews and terminations; and employee statistics as required for government reporting.
- Prepare employee separation notices and related documentation, and conduct exit interviews.
- Prepare reports and recommend procedures to reduce absenteeism and turnover.
- Respond to inquiries regarding policies, procedures, and programs.
- Support investigation of accidents/incidents and preparation of required reports.

Employee Relations:

- Assist in resolving employee questions or concerns, referring complex issues to senior leadership.
- Support in maintaining a positive and inclusive workplace culture.
- Assist in planning and organizing employee and volunteer engagement activities.
- Create an enjoyable and supportive environment for staff and volunteers.
- Advise supervisors and senior leadership in appropriate resolution of employee relation issues (including steps of the grievance process).
- Coordinate Employee Engagement advisory committee.
- Drive the employee appreciation and retention initiatives.
- Direct implementation, data assessment, and follow-up for the annual Employee Pulse survey.
- Analyze data to identify trends and make recommendations for improvement.
- Coordinate training and development programs for employees.



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Compliance and Policies:

- Stay updated on employment laws and regulations to ensure the organization's compliance.
- Coordinate development and implementation of HR policies and procedures.
- Assist in the distribution of employee handbooks and policy updates.
- Ensure that all policies, procedures, and reporting requirements are followed in compliance with corporate, legal and government requirements and reporting regulations.

Preferred experience and qualifications

We recognize people build skills in a variety of ways and combinations and believe that many skills are transferrable to a variety of contexts. If your background does not precisely match these experiences and qualifications, but you have a passion for our work, we would love to hear from you.

- Associate or Bachelor's degree in Human Resources, Business Administration, or a related field is preferred, but not always necessary.
- Previous experience in human resources or a related field is beneficial.
- Experience in diverse and multicultural environments.
- Strong communication and interpersonal skills.
- Proficiency in using HR software and Microsoft Office applications.
- Knowledge of HR best practices and employment laws preferred.
- Attention to detail and strong organizational skills.
- Ability to maintain confidentiality and handle sensitive information.

HealthFinders' values:

- We believe in the power of our communities and patients to be healthy.
- We believe that everyone has the right to both necessary and effective health care, in addition to wellness education.
- We are committed to health care that is accessible, affordable, high quality, and culturally appropriate.
- We support our volunteers and community partners to act collaboratively, in a spirit of dignity, compassion, and respect.
- We are responsive to the changing health and wellness needs of our community.
- We provide outreach services in the community, recognizing that not all who would benefit from our services have yet come to us.
- We strive to diligently maximize and be good stewards of our financial and other resources.

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Apply:

Please complete our online application form here or contact Wendy Sara at sara.wendy@healthfindersmn.org or call 607-646-8973.

All employees must be able to work effectively in a community-based organization whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality, and religion.

Black, Indigenous, People of Color, women, LGBTQ+ community and people from other underserved communities are strongly encouraged to apply.

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