

MyHealth Job Description

Desk Title: Director, Human Resources
Position reports to: Director, Operations and Program Management
Date: December 31, 2017

Position Summary (Purpose of job):

MyHealth Access Network is a 501(c)(3) non-profit organization offering physicians and patients the most effective, cutting-edge technology available in health care information. Patient care is improved because providers and specialists have direct access to one another to collaborate on patient care. Providers are able to instantly access patient health information through a secure connection.

MyHealth and its stakeholders also recognize the need to coordinate care with many different agencies, catering not only to a person’s physical health but to all the social determinants of a more healthful life. Our organization believes in the 5 rights of health information: Right patient, right provider, right information at the right time in the right setting. We believe in the individual right to privacy and security and we value a healthy community.

The Director, Human Resources position will report to the Director, Operations and Program Management and will be responsible for managing the entire life-cycle recruiting process. This position will play a key role in supporting the design of a positive and productive culture within an entrepreneurial environment. In addition, this individual will take ownership of the employee relations function and will assist with investigations and due diligence when needed. The individual will work closely with department heads and other hiring leaders, and will be responsible for successful on-boarding and integration of new employees.

Key Director, Human Resources Responsibilities:

1.	<p>Recruiting</p> <ul style="list-style-type: none"> • Manage recruiting process from job development through orientation of new hires • Refine job descriptions for open positions and help create accurate and robust job descriptions for newly created roles • Help hiring leaders identify recruiting strategies and sources for each open position • Identify and screen qualified candidates • Manage the interview process and elicit feedback from both sides • Conduct references and background checks • Make recommendations on compensation, title, etc. • Communicate offers and troubleshoot on issues • Conduct new hire orientation 	30%
2.	<p>Drive improvements to recruiting function</p> <ul style="list-style-type: none"> • Develop new strategies and programs to attract qualified candidates • Direct agencies and search firms including negotiating and controlling employment related fees • Schedule and attend job fairs • Proactively seek out better sources and vehicles for high quality candidate development 	20%
3.	<p>Manage employee relations function</p> <ul style="list-style-type: none"> • Conduct investigations • Recommend appropriate next steps • Identify new and better ways of maintaining a highly productive work environment for all MyHealth employees • Function as coach and counselor, as necessary 	20%
4.	<p>Facilitate benefits coordination</p> <ul style="list-style-type: none"> • Coordinate across contractors/ third party providers to assess benefits 	10%
5.	<p>Human Resource Performance Management</p> <ul style="list-style-type: none"> • Manage the performance assessment process • Support team managers in managing third party consultants/ contractors • Design tools to support managers and employees 	20%

	<ul style="list-style-type: none"> • Support development of bench (succession planning) for critical MyHealth roles • Communicate to and facilitate teams in alignment with annual performance management guidelines • Analyze and recommend compensation packages 	
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100%

Skills and experience:

- This role is ideally suited to someone who can operate in a fast paced, start-up environment while bringing a level of professionalism and skill to every project
- 8+ years of demonstrated impact in Human Resources experience with a combination of staffing and employee relations preferred
- First-hand experience with the full life cycle of recruiting including candidate development across multiple functions, assessment, and on-boarding
- Experience in employee engagement improvement initiatives
- Experience either managing search firms/employment agencies or hands-on experience with a recruiting firm
- Ability to effectively present information and respond to questions from managers, employees, and business leaders in both group and individual settings
- Flexibility and the ability to manage conflicting demands as well as a sense of humour and a positive 'can do' attitude
- Self-motivated, with an appetite for working entrepreneurially
- Strong writing skills and experience with a wide range of business communications including reports, procedure manuals, etc.
- Ability to solve practical problems and deal with a variety of concrete variables
- Computer skills including Microsoft Word, Excel, Outlook, PowerPoint and experience with leading workforce administration tools.

Minimum Job Qualifications:

Working Conditions:

Environment (Office, warehouse, etc.) –

- Normal office environment that is well lit and well ventilated
- Travel required: Regular travel not expected.

Physical Requirements (Lifting, standing, etc.) –

- Typical office work

(This description is general in nature and is not intended to be an exhaustive list of all responsibilities. Other duties may be assigned as needed to meet company goals.)

MyHealth does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability or veteran status.