

Human Resources Manager

At the Illinois Primary Health Care Association, we educate, empower and advocate for Illinois' community health centers so every person across the state can access the cutting-edge, compassionate care they need. We are searching for a collaborative leader with expertise in Medicare/Medicaid billing, health center revenue cycle management, grants management, and survey data analysis to help our members maximize their reimbursement rates and improve patient outcomes.

The Human Resources Manager is a new role at IPHCA, responsible for delivering high-quality human resources support to the organization. This individual ensures smooth HR operations in the following functional areas: HR administration, talent acquisition, employee relations, performance management, benefits administration, training, and regulatory compliance. The HR Manager serves as a key resource for staff and management, fostering a positive, equitable, and legally compliant workplace culture to support the organization's mission of strengthening primary care. This position reports to the Chief Operating Officer and supports the CEO.

As a member-driven association, we have built a culture of serving others; we **EMPOWER, ADVOCATE, EDUCATE,** and **CONNECT** to ensure every Illinois resident has the care they need to thrive.

Our Ideal Candidate:

- Has a bachelor's degree in Human Resources, Business Administration, Public Administration, or related field. A PHR or SHRM-CP certification is preferred.
- Has 3-5 years of experience in Human Resources, preferably in a healthcare setting or nonprofit.
- Is an expert in HR practices, employment laws, and is experienced in HRIS platforms (we use ADP).
- Familiarity with nonprofit organizations, healthcare, or community health centers is a plus.
- Ideally, you've done a little of everything including compensation, employee relations, performance management, policy compliance as well as experience designing and delivering employee training programs (e.g., compliance, professional development).
- Is mission-driven and a passionate not-for-profit leader, inspiring results from others.
- Moves easily between projects; is collaborative and adaptable to changing priorities; can wear the many hats that the members of a small-but-mighty team must wear on a regular basis.
- Enjoys analyzing data to understand opportunities and guide decision-making.
- Works easily with a wide range of individuals, each with their own unique needs and concerns.
- Possesses excellent communication and interpersonal skills.
- Is independent, organized, and results-driven as well as positive and customer-focused.

What We Offer:

IPHCA offers a generous compensation and benefits package that includes a 37.5 hour workweek, a substantial paid time off and holiday plan, as well as comprehensive health, vision, and dental benefits, disability, life insurance, and retirement. In addition, you'll enjoy working in a team environment built on respect and collaboration. This position is full-time, exempt.

Budget:

Our budgeted compensation for this position is in the range of \$70,000 - \$80,000 annually.

Job Location:

This position will work in our office on Wabash Ave. in Springfield, Illinois.

Please submit resume to Kelly Gust at kelly@hrfullcircle.com