

Career Opportunity



HUMAN RESOURCES AND PROVIDER CREDENTIALING MANAGER

The Human Resources and Provider Credentialing Manager is responsible for human resources services, policies, and programs for the entire practice. Specifically, this position oversees and directs all recruiting, employee relations, benefits administration, change management and training programs for the company. In addition, the incumbent is responsible for implementing, enforcing, and administering federal and state employment regulations as well as corporate policies and procedures.



Our Practice

North Florida Women's Care is Tallahassee's premier women's health medical group. We've provided obstetric and gynecologic services for 36 years. We've received Tallahassee's award for "Best Ob/Gyn Practice" every year since 2011, and were the 2013 Tallahassee Chamber of Commerce's "Business of the Year."

We address the health care needs of women throughout all stages of life. We've grown to boast 21 providers. We are pleased to provide state-of-the-art in-house ultrasound services, innovative menopause management therapies, and an Electronic Health Record system.



Relationships

The incumbent maintains an open line of communication with all staff. This position interfaces regularly with other departments. This individual serves as a liaison between the executive management team and employees. In addition, the incumbent interacts with management, shareholders, physicians, and supervisors on a daily basis.

Work Schedule and Conditions

Normal work hours will be Monday through Friday from 8am to 5pm. The majority of work hours will be spent in a professional office environment. Weekend and evening hours will be required at times.

Responsibilities

- Administer and process time, attendance and payroll using the Payroll & HR software.
- Update payroll records by entering changes in exemptions, insurance coverages, savings deductions, and job title and department/division transfers. Issues and manages direct deposits, benefits withholdings, payroll deductions, garnishments and levies, health spending accounts, federal payroll taxes, new hire reports, federal payroll summaries, W-2s, wage and hour law compliance, and paid leave reporting.
- Coordinate efforts between payroll, HR, budget, and other departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports i.e., labor, overtime, leave balances, head count, and retirement contribution reports).
- Handle the administration of the electronic timekeeping system.
- Ensure adherence to FLSA.
- Implement, enforce, and administer federal and state employment regulations as well as corporate policies and procedures while managing the Employee Handbook.
- Manage core Performance Management and feedback processes. Develops manager capability on employing these processes and obtaining best in class results.
- Ensure accurate and written job descriptions with clear job accountabilities, reporting structures and career paths.
- Develop training plans and programs; organize training sessions, workshops, and activities.
- Establish salary guidelines for hiring and performance evaluations for each job.
- Provide recruiting and hiring support by developing recruitment plans and implements activities such as internal communication, placement of ads; reviews resumes, conducts screening interviews, administers tests or evaluations, and reference and background checks.
- Develop staff orientation programs through proper Onboarding.
- Develop and administer corporate and employee benefits and services to include health care programs, 401k, life insurance, disability insurance, leave management and benefits.
- Perform periodic evaluation of programs to ensure the most effective and high-quality programs, administration of all benefits programs.
- Credential new providers and re-credential current providers with the hospital/location at which they hold staff privileges.
- Maintain individual provider files to include up-to-date information needed to complete the required governmental and commercial payer credentialing and re-credentialing applications.
- Maintain all provider credentialing and other agreements in CredentialMyDoc online software.
- Collaborate with management and staff to drive workforce planning initiatives within practice and department teams.
- Provide guidance to managers and employees on employee-relations issues.
- Coach employees on subjects such as career, leadership and performance development plans, compensation matters and assisting employees during implementation of change management initiatives.
- Perform other duties as assigned and deemed necessary under the direction of the CEO.



Skill Requirements

- Excellent project management skills including successful leadership of projects from planning phase through completion
- Excellent leadership skills including superb communication, delivery of results, consultative skills, partnership skills and team building.
- Strong organizational skills, and the ability to work under pressure.
- Ability to handle and prioritize multiple tasks and meet all deadlines.
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system.
- Ability to maintain confidentiality and exercise extreme discretion.
- Excellent problem solving skills, and high level of attention to detail and accuracy.



Education & Experience

Required: associate degree or greater in business administration, human resources or related field from an accredited university. 5+ years' experience of strategic human resource leadership experience with recent experience supporting large organizations. Prior management experience required. Paylocity software experience preferred. Strong working knowledge of federal and state employment regulations.

Demonstrated success in all Human Resources functional areas within a fast-paced, technically focused environment is essential. Must be hands-on and capable of producing work with no support staff.

Must be results-oriented and demonstrate strategic thinking, innovation, flexibility in dealing with changing and ambiguous situations.

Demonstrated success conducting comprehensive needs analysis, organizational design, and development initiatives, implementing change models, and developing organization structures while proactively driving ongoing optimization efforts.

Benefits Offered

- Paid time off
- Health, dental and life insurance
- Healthcare spending or reimbursement accounts, such as HSAs or FSAs
- Retirement benefits or accounts
- Employee discounts
- Disability insurance
- Holidays

How to Apply

Email resume to:
resume@nflwc.com