

North Valley Hospital seeks an experienced HR Generalist. The primary responsibility is for the organization's full-cycle recruiting function and coordination of its volunteer services program.

This position requires a minimum of an Associate Degree in Human Resource Management, plus some HR experience or a high level of knowledge regarding federal and state employment law.

This position is full-time, exempt status, to work 80 hours per pay period, Monday through Friday, 8a to 4:30p; it requires occasionally working before or after regular business hours and weekends to meet the organizations recruiting demands. Be aware that schedules and shifts are subject to change based on patient care and departmental and organizational needs.

This position is eligible for excellent benefits that include group health & dental, generous Paid-Time-Off and Retirement Plans.

ACT QUICKLY!

**POSITION CLOSING DATE IS EXTENDED
FROM MARCH 30
TO APRIL 15, 2016**

Position Summary: Under the general guidance of the HR Director, acts independently within established guidelines to oversee and coordinate the recruitment and volunteer services functions for the organization. Seek out, interview and screen employee and volunteer applicants to fill existing and future human resource needs and promote career opportunities within the organization. The key objectives are to recruit qualified individuals who are an excellent fit with our organizational values as well as to find these individuals as swiftly and economically as possible. This position utilizes a high level of discretion when screening and communicating with candidates. The success of this position has an impact on the basic operations of the hospital. May be involved with other functions in HR as assigned.

Position Responsibilities

- **Develops, implements and coordinates the job posting and recruitment process.**
 1. Establish and maintain relationships with hiring supervisors to stay abreast of current and future personnel needs. At time of recruitment, ensures receipt of approved employee requisition form and job description.
 2. Perform searches for qualified candidates according to relevant job criteria by using media, networking, referrals, job fairs, internet recruiting resources, cold calls and recruiting firms as necessary.

3. Maintains a current job posting on the intranet and internet.
4. Verifies advertising agency invoices and forwards to HR Director for processing.

- **Coordinates the selection process.**

1. Reviews applications and interviews applicants to obtain work history, education, training, job skills, and salary requirements. Determines suitability for NVH employment. Coordinates testing of candidates as needed.
2. Markets the position to the candidate by explaining NVH culture, benefit package as well as providing community information, as needed.
3. Coordinates the interview process with the supervisor as well as others who may interview the candidates. Establishes the agenda, distributes materials and arranges for meals and tours as needed. Coordinates travel arrangements for the candidate as needed.
4. Make hiring recommendations as appropriate.
5. Advises managers and employees on staffing and employment policies and procedures as needed.
6. Initiates the employment offer to the selected candidate. Ensures accuracy of wage calculation and benefit information. Seeks approval on items outside the scope of policy or practice.
7. Once interviewed, notifies all candidates of their status by telephone call or letter. Documentation of communication is maintained.

- **Maintains accurate records.**

1. Forwards a complete set of new-hire records to the HR Technician for processing.
2. Scans application materials and correspondence within a reasonable timeframe. Paper and electronic documents are retained and purged according to state and federal requirements.
3. Coordinates the job description process. Assists supervisors with creating job descriptions as needed. Reviews final draft and recommends language changes as needed. Files copies in the library as well as within the evaluation template. Maintains old job descriptions according to recordkeeping guidelines.

- **Oversees the volunteer services offered at North Valley Hospital and assumes responsibility of the overall management of the volunteers.**

1. Plan, organize, and coordinate volunteer services in conjunction with the needs of the overall organization.
2. Facilitate the recruitment of volunteers for new and existing volunteer opportunities. Field calls and provides necessary forms to interested individuals. Interview, select and assist in the scheduling of the volunteer(s).
3. Participate in the orientation process in conjunction with the Human Resource Department of all volunteers by reviewing the Summary of Volunteer Policies, and introducing them to the hospital staff in the department or program where they intend to volunteer.
4. Assist hospital department managers in developing and implementing new volunteer opportunities within their departments by recruiting and screening volunteers, facilitating written program/service policies and procedures and assisting in the introduction of the volunteer to the department and staff.
5. Assist in problem solving that involves hospital volunteers.
6. Plan, organize, and provide for recognition of volunteers for National Volunteer Week and other volunteer appreciation events.
7. Coordinates the Dog Visitation Program by preparing a monthly schedule with the dog handlers and hospital escorts. Acts as a hospital escort for the Dog Visitation Program, as needed.

8. Other duties as assigned.

- Assists with other projects, as assigned.

- **Compliance Plan and Code of Conduct: NVH is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.**

1. Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NVH's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.

2. Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.

3. Attends and/or completes mandatory training regarding organizational compliance.

North Valley Hospital's (NVH) goal is to provide a safe and healing environment for its patients, visitors, volunteers and employees. NVH follows a safe hiring program that includes conducting thorough employment verifications and criminal background checks. EOE

Required Skills

Requires: Associate degree in Human Resource Management plus some HR experience or a high level of knowledge regarding federal and state employment law. Strong computer skills with certain programs. Effective communication and interpersonal skills. Effective critical-thinking skills. Must be open to change and to considerable variety in the workplace. Requires a high level of independence and initiative.

Desire: Bachelor's degree and PHR certificate with two years related experience. Healthcare human resource experience highly desired.

Job Location

Whitefish, Montana, United States

Position Type

Full-Time/Regular

If interested in being considered, please visit www.nvhosp.org and click on [Careers/Volunteers](#) (upper right of screen); and then click [Employment Listings](#). Click [Search Current Openings](#), and then click [Perform Search](#) to locate [HR Generalist](#) posting and apply on-line.

For more information, please call [Joe Schmier, Sr. Director of HR, North Valley Hospital, 406-863-3551](#).