



## Neighborhood Health – Human Resources Generalist

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add an International Board Certified Lactation Consultant (IBCLC) Mobile Unit to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Human Resources Generalist, performs a variety of duties providing leadership, support, and assistance in the functional areas of HR according to the procedures outlined in the HR and NHC's Employee Policy & Procedure Manual. Maintains client/patient confidentiality and ensures compliance with HIPAA policies and procedures. Maintains strict confidentiality of financial and personnel matters. Must commute to multiple locations, as needed.

- Leads and/or supports the life-cycle talent acquisition process by posting approved positions, sourcing, scheduling, and referencing final candidates. Utilizes electronic HR platform and makes recommendations to maximize its use.
- Leads and/or supports the new hire process; includes but is not limited to creation of new employee personnel files, entering employee data as required, completing I-9 verification, producing ID Badges, and completing onboarding.
- Supports the credentialing and privileging process at all levels; includes gathering all information necessary and completing the forms for initial credentialing and recredentialing.
- Leads and/or supports the designing, implementing, and administering of policies and procedures

### Requirements

- Associate's degree required, bachelor's degree preferred, relevant work experience may be substituted for some education.
- Minimum of three years Human Resources experience required; to include HRIS platforms.

Interested? Please fill out an application on the Career Page and/or send a resume along with cover letter to NHC Human Resources Department by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org)

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)