

Apply directly: <https://cbhcfi.applicantpro.com/jobs/645019.html>

Join our creative leadership team!

### **HR Manager/Staffing Recruiter - Punta Gorda**

#### **Position Summary:**

The Human Resources Manager/Staffing Recruiter is responsible for the coordination and delivery of human resources activities at CBHC, a behavioral health agency employing approximately 220 full and part-time employees.

The position directly supervises the HR Generalist and provides leadership to the Payroll Specialist.

The position is responsible for developing creative recruitment and retention strategies and assists inpatient services with screening potential candidates.

The position reports to the CEO and is part of the Executive and Management Team and Staff Development Committee.

#### **Minimum Requirements:**

BA/BS degree, preferably in human resources management or business field with related job experience; 3-5 years progressive experience in human resources (hospitals and/or behavioral healthcare a plus). HRCI or SHRM certification preferred.

Must be knowledgeable about Federal and FL State labor laws and reporting requirements; benefit rules, procedures and protocols; compensation practices; surveying procedures and protocols.

Must demonstrate excellent oral and written communication skills. In addition, excellent writing skills are required to prepare and communicate employment issues, benefit topics, and make presentations.

Employee must have excellent computer skills to define HR and payroll needs and complete processes and procedures.

Experience in health care (hospitals and or behavioral health) a plus.

#### **Job Duties:**

Provide leadership and coaching to management on all employment relation and performance issues.

Responsible for oversight of benefit programs including recommending, implementing support and compliance. Fiduciary and Plan Administrator for the agency's 403b plan.

Survey, analyze, define and communicate compensation practices.

Responsible for development of effective recruiting and retention strategies/plans for all levels of the organization.

Develops and implements active recruitment strategy for all the agency, and assists inpatient services with screening potential candidates.

Responsible for EEOC and OFCCP mandated activities.

Draft HR and related policies, procedures and practices to ensure uniformity throughout the agency.

Perform timely workplace investigations to ensure equality, fairness and accuracy.

Provide work direction for HR Generalist and administrative support personnel.

Understand quality system requirements and procedures such as CARF, CFBHN, AHCA, and DCF.

Ensure compliance with federal and state laws such as EEO, FMLA, FLSA, USERRA, and OFCCP regulations.

Cynthia Allison, HR Generalist  
Charlotte Behavioral Health Care, Inc.  
1700 Education Avenue  
Punta Gorda, FL 33950  
941-347-6435  
[callison@cbhcfi.org](mailto:callison@cbhcfi.org)