



Human Resources Business Partner

Join a team making a difference! Oral Health Partnership (OHP) is a nonprofit children's dental program that provides preventative, diagnostic, and restorative dental services to uninsured and underinsured children ages 0-19. We provide care at our dental clinics, in schools, and at hospitals in Green Bay and surrounding areas.

Job Description

OHP has created a new position within the organization to help strengthen the team that does such vital work for kids. The goal of this position is to maintain and enhance OHP's team so that we may better serve our patients, community members, and donors. The Human Resource Business Partner will lead and perform routine Human Resources (HR) functions including hiring and interviewing staff, administering benefits, and leave, performance management, recognition, occupational health and safety, training and development, and enforcement of company policies and practices.

Title: Human Resource Business Partner

Reports to: Executive Director

Department/Location: OHP's Main Street Administrative Offices.

Classification: Full-Time (32 or more hours per week).

Compensation/Benefits: Competitive salary and benefits based on experience.

Required Education: Bachelor's Degree in Human Resources, Business Administration, or related field.

Ideal Qualifications:

- Minimum of three years of human resource management experience.
- PHR, SPHR, SHRM-CP or SHRM-SCP.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.



Key Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants; collaborates with departmental managers to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs.
- Maintains employee records and any HRIS systems.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Administer all benefit programs, such as; Health, Dental, Vision, STD, LTD, Life, Flexible Spending, Health Savings, 401k and Employee Assistance Program (EAP).
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Perform any/all other duties as assigned.
- Other duties as assigned.

Please apply at [Indeed.com](https://www.indeed.com), or email resume to Michael Schwartz at michael@bcohp.org.