



## **Position Description**

### **Organizational Development HR Specialist**

**DATE:** September 2023

**DEPARTMENT:** Human Resources

**FLSA CLASSIFICATION:** Non -Exempt

\*TWCGME provides contracted support services to The Wright Center for Community Health pursuant to a Memorandum of Understanding. Therefore, oversight of support department services includes oversight of the provision of support services to The Wright Center for Community Health as well as TWCGME.

#### **OUR MISSION:**

To improve the health and welfare of our communities through inclusive and responsive health services and the sustainable renewal of an inspired, competent workforce that is privileged to serve.

#### **OUR VISION:**

For our Graduate Medical Education Safety-Net Consortium framework that integrates patient care delivery, workforce development and innovation is the leading model of health care in America.

#### **OUR PASSIONATE PURPOSE:**

To demonstrate an "Achievable by All" Graduate Medical Education Safety-Net Consortium model that co-creates transformational healthcare teams of leaders who empower people, families and communities to own and optimize their health and healthcare delivery system.

#### **OUR TEN-YEAR GOAL:**

Graduate Medical Education Safety-Net Consortiums are recognized by the President of the United States as THE Health and Human Services (HHS) gold standard community-based model for primary healthcare with integrated workforce development by June 30, 2027.

#### **OUR NICHE:**

World Class, Innovative and responsive primary healthcare through community-centric, incumbent and future workforce renewal.

#### **OUR CORE VALUES:**

Do the Wright thing	Strive for excellence
Be privileged to serve	Be driven for great results
Be an exceptional team player	Spread positivity

## **POSITION SUMMARY:**

The Organizational Development Specialist assists with and facilitates the ongoing execution and improvement of development programs, performance management processes, and employee engagement activities in order to support a high-performance culture. The specialist partners with the Director of Organizational Development Director to provide Human Resource support to the Administration line of business. Additional duties and functions are also provided to Regional and National FM Residents throughout their educational program.

## **REPORTING RELATIONSHIPS**

This position reports to the Director of Organizational Development. No staff report to this position.

## **ESSENTIAL JOB DUTIES AND FUNCTIONS**

While living and demonstrating our Core Values, the Organizational Development HR Specialist will:

Coordinate new employee onboarding for Administration employees. Coordinate date and time of orientation, reserve conference room and make sure all new hires are notified of time, place and items needed for orientation

Leads and organizes the New Hire Orientation Process

Ensure current job descriptions are on file for all Administration employees; work with management team to draft new job descriptions for new positions

Assist employees through the HRIS system and onboarding process

Act as the Performance Review liaison for questions, concerns, and employee files

Maintain a visible Human Resources presence throughout company; assist employees with concerns and questions

Assists with organizational training and development efforts; coordinates employee training with appropriate vendors

Maintains employee files, including I-9 forms, employee files, and medical files. Perform annual audits of files to ensure compliance

Responsible for data entry into HRIS systems for employee transactions. Ensure accuracy and compliance. Work with Payroll to ensure FTE allocations are accurate and individual records are maintained

Responsible for preparation of monthly reports for Senior Vice Presidents and BSC

Responsible for preparation of HR data for quarterly All Staff Meeting.

Run reports as necessary for department projects

Assist with exit interview process

Perform other duties as assigned.

## **OTHER FUNCTIONS AND RESPONSIBILITIES**

### **Regional & National Family Medicine Residency Programs**

Participate in Resident and Fellow recruitment, including but not limited to active participation in interviews, recruiting events such as residency fair and specialty conferences

Coordinate resident and fellow initial contracts and renewals

Assist VP HR with the visa process for all residents

Lead new employee onboarding and ensure completion of all required components

Lead resident orientation from a HR perspective, ensure HR team is aware of their role and responsibilities during orientation

Manage offboarding process for graduating and off cycle residents/fellows

Attend GME L10 on a rotational basis to ensure HR representation on a weekly basis, as necessary

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in related field or equivalent combination of experience. Minimum of 1-3 years of human resources experience or a combination of education and experience.
- Working knowledge all various employment laws are desirable.
- HRCI or SHRM certification a plus.
- Previous experience should include a minimum of one year working in a customer service-oriented environment.
- Work requires excellent professional written and verbal communication and interpersonal skills.
- High level of confidentiality required.
- Ability to work reliably, with professionalism in a high-volume, high-demand medical educational environment.
- Proficiency in Word, Excel, PowerPoint and E-mail.
- Ability to work independently and with a team.

\*\*This job description is not designed to cover or contain a comprehensive listing of all responsibilities that are required of the employee. Duties and responsibilities may change or be assigned at any time. \*\*

## **PACE CARD METRICS**

- Attend one professional conference or seminar per year (can be virtual).
- Launch employee onboarding and orientation survey
- Launch quarterly employee satisfaction survey
- Conduct new hire orientation
- Ensure new hires complete trainings within first 30 days

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**\*\*Covid-19 Vaccination Required\*\***

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date