

2011 Human Resource Checklist

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Human resource professionals are critical to the success of every organization. As the New Year begins, they should ensure their companies have updated policies and employees trained on new and developing issues. The following is a checklist of specific human resource (HR) issues organizations should review to ensure they start the New Year in compliance with new laws and focused on issues that will support their organizations throughout the year.

1. Evaluate compliance with federal and state wage and hour laws.

In 2010, the U.S. Department of Labor hired hundreds of new in-

vestigators for its Wage & Hour Division. Federal wage and hour audits are up, and state agency investigations are on the rise. Attorneys for employees are also aggressively pursuing class action wage and hour lawsuits. Accordingly, HR should consider the following steps:

- Conduct training sessions for supervisory employees to ensure a basic understanding of the requirements of the federal wage and hour law (Fair Labor Standards Act or FLSA) and state wage and hour laws. Training should cover (1) the prohibition against employees working off the clock and not

reporting their time for pay purposes, particularly overtime pay; (2) state requirements to provide paid rest breaks and an uninterrupted 30-minute meal period for non-exempt employees; and (3) the attributes of exempt and nonexempt employee status.

- Ensure employees who are not compensated for meals are receiving an uninterrupted 30-minute break as required by both the FLSA and state law. Employers should assume state meal and rest break rules apply to their employees unless the requirements are appropriately waived by a labor agreement (which can apply to nursing staff providing acute care in hospital settings) or employees meet the state exceptions exempting them from these rules.
- Meet with the payroll department to ensure that hours worked by non-exempt employees at various facilities are aggregated or counted toward the 40-hour workweek (or the 8 and 80 workweeks for certain healthcare facilities) for overtime pay calculations as required under the FLSA and state law.

Please see> Checklist, P4

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LETTERS TO THE EDITOR

If you have questions or suggestions regarding the News and its contents, please reply to dpeel@cahnews.com.

Letter from the Publisher and Editor



Dear Reader,

The Healthcare News organization continues to grow. We recently added web sites in AK, AZ, CO, HI, ID, OR, NV and UT to augment our sites in CA and WA.

We now have 24,401 readers in our ten state area. We grow a few thousand readers each month and expect to end 2011 with between 45,000 and 55,000 readers. In California, we have 7,817 readers.

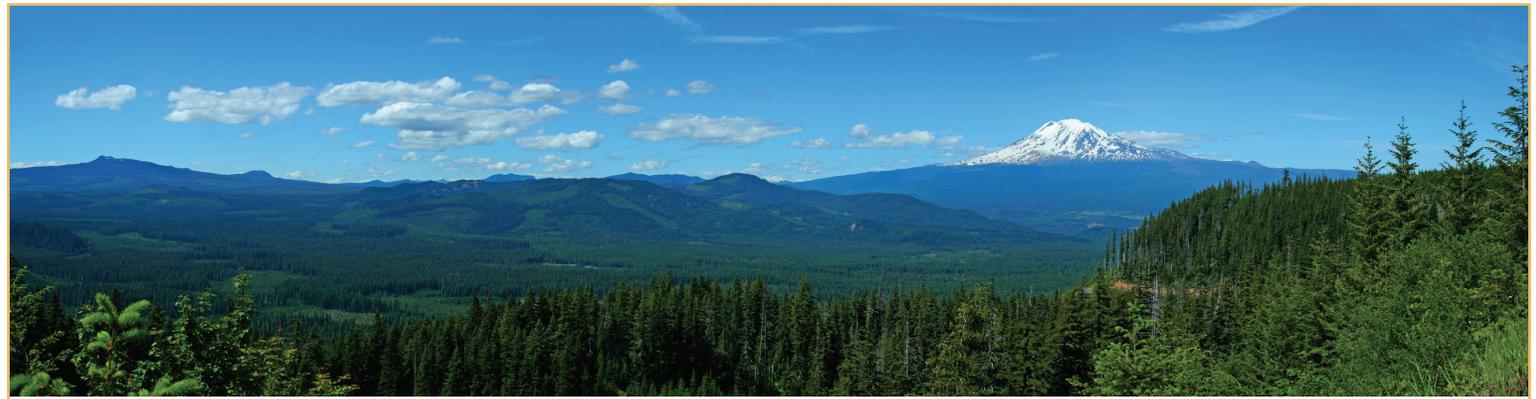
Each of our web sites has its own Facebook page where links are offered to local healthcare related articles, our own articles and jobs posted on our web sites. You can see summaries of recent Facebook link postings through a window on each web site. We update our Facebook pages each business day with these healthcare related articles.

Please contact me at 425-577-1334 or dpeel@cahnews.com if you are interested in advertising, writing articles, a Consultant Marketplace listing or posting a job. Until next month,

David Peel, Publisher and Editor

California Healthcare News 2011 Editorial Calendar

Month and Year	Theme of Edition	Space Reservation	Distribution Date
January 2011	Hospitals	December 1, 2010	December 27, 2010
February 2011	Human Resources	January 4, 2011	January 24, 2011
March 2011	Hospitals	February 1, 2011	February 21, 2011
April 2011	Insurance	March 1, 2011	March 21, 2011
May 2011	Clinics	April 1, 2011	April 18, 2011
June 2011	Human Resources	May 2, 2011	May 23, 2011
July 2011	Hospitals	June 1, 2011	June 20, 2011
August 2011	Hospitals	July 5, 2011	July 18, 2011
September 2011	Clinics	August 1, 2011	August 22, 2011
October 2011	Human Resources	September 1, 2011	September 19, 2011
November 2011	Hospitals	October 3, 2011	October 24, 2011
December 2011	Clinics	November 1, 2011	November 21, 2011



Chief Executive Officer

About Klickitat Valley Health

Klickitat Valley Health, located in Goldendale, WA, encompasses several facilities that include the 25 bed Klickitat Valley Hospital, a Family Practice Clinic, a Home Health & Hospice entity, KVH Ambulance Services and the Golden View Terrace Retirement and Assisted Living Facility. Goldendale, WA is located on a fertile plateau some 100 miles east of Portland, OR, 70 miles south of Yakima, WA, and 100 miles west of the Tri-Cities, WA area. The majestic Columbia River is only 13 miles south of the city. The terrain is generally rolling with an elevation of 1620' at the airport. The Simcoe mountains, visible from the City, rise in the north to an elevation of 5500'. Four mountain tops, Mt. Hood, Mt. Adams, Mt. Rainier and Mt. St. Helens are visible from certain places in the city. We are currently seeking the following position to lead our dynamic hospital into the future:

General Position Summary

Provides strategic and operational leadership to Klickitat Valley Health Services (KVH) to ensure that its programs and policies respond to the health care needs of the region through quality medical care and health service programs. Directs all functions of KVH in keeping with the overall policies established by the Governing Board and in compliance with regulatory guidelines so that the objectives of the District can be attained. Responsible for the prudent stewardship of the organization's financial and human resources.

Essential Duties and Responsibilities:

- Works with the Board of Directors to develop long-term strategies and partnerships related to the provision of health care in the region
- Leads the implementation of long-term strategies, as approved by the Board
- Ensures the quality of care provided by KVH, as well as the satisfaction of patients and their families
- Manages KVH's financial assets in a manner which ensures the financial viability of the organization; compliance with laws and regulations; and consistency with the values of the organization
- Serves as primary staff for the Board of Directors and its Committees to ensure that they are educated and informed, and that they are involved in decisions as appropriate and or/as requested.
- Maintains/develops working relationships with related organizations, agencies, and affiliates to enhance KVH's ability to deliver health care to its service areas.
- Ensures that the organization's management and professional teams are appropriately staffed, developed, and focused on KVH's priorities and values.
- Ensures positive relations with physicians, allied health professionals, and employees of the organization.
- Visibly promotes the organization's vision, goals, programs and services to all public when needed.
- Encourages external support and reduces opposition to District goals, objectives and strategies by providing information on health care issues to legislators, and appropriate media.

Qualifications:

Education/Experience/Skills:

- Prepared in hospital and health care management
- Bachelor of Arts or Sciences in Health Administration or business required
- Masters Degree in Health Administration, or related business degree or public health administration preferred
- Minimum of three (3) years progressive leadership experience in a hospital or similar organization.
- Experience as a CEO strongly preferred
- Proven ability to manage a Quality Improvement Plan
- Proven ability to conduct public, management and staff meetings
- Public Hospital District background highly desirable.
- Fellowship in the American College of Health care Executives strongly preferred
- Evidence of civic, professional, philanthropic, or other extra-organizational activities desired
- Rural health care experience preferred
- Knowledge of Washington State RCW regulations preferred.
- Critical Access Hospital Experience preferred.

To learn more and apply contact

Klickitat Valley Health human resources at:

Phone: (509) 773-1006

FAX: (509) 773-5673

Email: hr@kvhealth.net

Web: www.kvhealth.net/careers.html



< Checklist, from P1

- Work with payroll to ensure that all required employee pay is included in the base rate for overtime pay calculations. This is especially important for employers who provide a base hourly rate in addition to other pay in the form of shift differentials, non-discretionary bonuses, incentive pay and other types of compensation not specifically excluded by FLSA or state regulations.
- Review policies related to travel time, training time, time-clock rounding, attendance at educational programs and other pay-related issues to ensure compliance with wage and hour laws.
- Consider conducting a wage

and hour audit to enhance good-faith compliance with federal and state laws. Such audits can be coordinated on a system-wide, facility, or department unit basis.

2. Enhance efforts to comply with the federal and state family medical leave regulations and rules.

3. Review applications, handbooks, posters, and job descriptions.

Review employment applications and handbooks. Be sure handbooks address the FMLA military provisions, the state military family leave laws related to the deployment of a spouse or registered domestic partner, and the requirement to provide leave and safety accommodations for cer-

tain victims of domestic violence. Employment posters should be updated. Review and revise job descriptions. Although they are not legally required, they are valuable for recruiting, training and performance evaluations and they can be critical in the evaluation of disability accommodation needs.

4. Strengthen awareness of federal contract compliance programs.

With increased federal stimulus dollars, the expanded definition of who qualifies as a “federal contractor,” and enforcement initiatives by the DOL with respect to federal contractors, employers should determine whether they have federal contracts and if so, the new requirements that apply. (For example, employers may have to de-

Career Opportunities

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Coalinga Regional Medical Center

Serving the Community since 1938

Coalinga Regional Medical Center is nestled in the coastal mountain range of California, just 70 miles from the Pacific Coast and 60 miles west of Fresno, California.

Coalinga Regional Medical Center is the single most important component of the health care delivery system in the City of Coalinga. Established in 1938, the hospital provides the following essential health care services to the community:

- Acute Care
- D.O.T. Exams
- Emergency Medicine
- Industrial Medicine
- California Licensed Laboratory
- Physical Therapy
- Radiographic and Fluoroscopy Studies
 - MRI - CT Scans
 - Mammography - Sonography
- Respiratory Therapy
- Skilled Nursing Facility

We are currently seeking the following key positions:

- Clinical Lab Scientist
- Dietician
- Information Technology Manager
- Nurse Manager – ER and MedSurg
- Nurse Practitioner – Rural Health Clinic
- Patient Financial Services Manager
- Physician’s Assistant – Rural Health Clinic
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- RN-Operating Room
- RN Supervisor – SNF
- Speech Pathologist (per diem only)

For job postings and applications, please visit:

www.coalingamedicalcenter.com
Email: jobs@coalingahospital.com
Phone: 559.935.6420
Fax: 559.935.6512

velop and implement affirmative action plans, and may be required to use the federal government’s E-Verify system).

- At a minimum, review federal contracts and grants to determine if the company is subject to the DOL Office of Federal Contract Compliance Programs (OFCCP) and recognize that many HR-related requirements are associated with that office.

5. Understand the implications of the new Genetic Information Nondiscrimination Act (GINA).

Review requirements of the new GINA regulations to ensure the company is in full compliance with this law. GINA prohibits employers and health insurers from discriminating on the basis of ge-

netic predisposition to illness and disease, including a prohibition on gathering information about family history of illness. The DOL Employee Benefits Security Administration (EBSA) issued guidance on Title I of GINA and how it affects employer group health plans and insurance providers. The EEOC published final rules on Title II of GINA, which prohibits using genetic information in employment decisions.

6. Look for increased “social networking” employment issues.

With the increase in popularity of Linked-In, Facebook, blog sites and texting, HR should be prepared for new and increasing concerns related to social networking in the workplace.

- Modify or develop confidenti-

ality policies to include coverage of special networking sites like Twitter, Linked-In, and Facebook.

- Educate managers and staff about policies and procedures regarding social networking, and communicate clearly to employees that public posting of proprietary or confidential information including patient information on such sites will be subject to review and misuse can result in disciplinary action.

7. If the workplace is unionized, review HR policies for compliance with recent NLRB decisions.

- With the newly instituted National Labor Relations Board (NLRB), unionized employers

Please see> Checklist, P6

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**Patient Accounts
Manager**

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Manage the Billing and Collection department of our friendly, professional community hospital.

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**Manager, Case Management – Job #4956
Nursing Administrator of Duty- Job #5402**

Both positions require a current California RN license, a BSN (Master’s preferred) and a minimum of five years clinical and management experience.

For immediate consideration, please apply at: www.LeadingTheQuest.com and reference the Job number.



Cedars-Sinai welcomes and encourages diversity and is committed to maintaining a drug- and alcohol-free workplace. EOE.

< Checklist, from P5

can expect increased scrutiny of HR policies and practices for compliance with the latest NLRB decisions about use of company emails, the definition of “supervisors” and independent contractors, solicitation and distribution, compensation and loitering.

8. Train supervisors and managers in anti-discrimination practices and confidentiality policies.

Review the anti-harassment and EEO policies and remind supervisors and managers of their duties to ensure compliance with “appropriate” conduct under the workplace conduct policies. Remember that discriminatory practices that affect pay and other compensation are under particular scrutiny by

the EEOC. Insure that all employees understand their obligations of confidentiality while they are employees and after their employment ends.

9. Review potential HR issues connected with healthcare reform.

Healthcare reform presents many challenges for HR this year. If the company is a small employer (presently fewer than 25 FTEs), the Small Employer Health Insurance Tax Credit requirements may apply. Otherwise, companies should prepare for the new auto-enroll health plan requirements for new plans with more than 200 FTEs. Health plans effective after September 22, 2010, must offer coverage to children up to the age of 26, and “essential” benefits and limits

on annual dollar limits have been expanded. Consider making a “to-do” list that could include notice to employees who hit lifetime limits, and who have children who “aged off” the health plan; and remember to apply for an annual-limit waiver for some medical plans and stand-alone HRAs, and to amend the cafeteria plan document to reflect the new definition of dependent child.

2011 offers great opportunities.

Careful attention to HR issues at the start of the year can minimize unnecessary challenges with a company’s most valuable asset—its employees.

Kathy Hindman and Maryann Yelanosky are Shareholders with the Bullard Smith Jernstedt Wilson law firm. Visit their web site at www.bullardlaw.com.

Career Opportunities

To advertise call 425-457-4316
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Clinical Documentation Specialist (Los Angeles, CA)

POSITION SUMMARY

The Clinical Documentation Specialist - RN is responsible for facilitating the improvement and modification to the overall quality and completeness of clinical documentation. Will obtain appropriate clinical documentation through interaction with physicians, nursing staff, other patient care givers, and Health Information Management/Medical Records and coding staff. Must ensure that appropriate reimbursement is received for the level of services rendered to patients and provide ongoing education to all members of the patient care team on documentation guidelines.

Requirements

Must have an active California State Registered Nursing License. Clinical expert with at least 2 years of recent inpatient experience. CCS or Coding experience is desirable. Bachelor of Science in Nursing preferred. RHIA/RHIT with 10 years of inpatient coding experience is preferred. Advanced clinical expertise and extensive knowledge of complex disease processes with a broad clinical experience in an inpatient setting. Demonstrated adaptability and self-motivation by staying abreast of CMS rules and regulations and incorporating those changes into daily practice. Excellent verbal and written communication skills. Must have knowledge of federal, state and private payer regulations.

For consideration, please apply on-line at www.stvincentmedicalcenter.com

You may also visit our website for additional career opportunities and benefit information.

Contact:

St. Vincent Medical Center
2131 W. Third Street
Human Resources, 8th Fl.
Los Angeles, CA 90057
Fax: 213-484-7228
E-mail: annahkaram@dochs.org

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Opportunities for EHR Professionals (Los Angeles, CA)

UCLA Health System is preparing to implement an Electronic Health Record (EHR) program, and we're looking for talented professionals like you to help make it a success. Join one of the nation's top health systems in creating an environment that delivers more efficient and effective patient care. If you're ready to excel in your career while making a big difference, consider an opportunity with us today.

The following positions are currently available:

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- Application Manager
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- Principle Trainer
- Security Build Coordinator
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- Senior Storage Engineer
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REGISTERED NURSE & CHARGE NURSE POSITIONS

In-Patient Unit & Pre-op/PACU
(Yuba City, CA)

Sutter Surgical Hospital – North Valley services the Yuba-Sutter community. Our Hospital focuses on providing outpatient and inpatient surgical procedures, as well as MRI outpatient services. We are looking to fill RN and Charge positions for both day and night shifts.

Qualifications:

ADN, Diploma in Nursing or Graduate of an NLN accredited school of professional nursing. 1+ Year experience in Supervisory role mandatory for Charge position. Current licensure as a Registered Nurse (RN) in California. 3+ Years experience as an RN in an acute care facility. 1+ Year “recent” experience in specific unit preferred. BLS certification upon hire with nit specific specialty certification with PALS/ACLS. May be expected to lift up to 50 pounds or 150 pounds with assistance. Work is of medium demand; walking or standing most of the time while on duty.

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We are seeking qualified applicants for the following position:

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St. Anthony Hospital, Human Resources
1601 SE Court Avenue, Pendleton, OR 97801
Phone: 541-278-3254
www.sahpendleton.org



Director, Quality Services (Los Angeles, CA)

POSITION SUMMARY

The Director has the responsibility for supervising the department of Quality Management. The Director ensures competent staff meets patient care and department needs; compliance with all regulatory requirements, efficient operation of the department and adherence to hospital policies and procedures. The Director works collaboratively with the Medical Staff leadership in support of Quality Services Department goals. The Director provides leadership to the organization for compliance with The Joint Commission and Title 22 standards. The Director supports outcomes management and other related initiatives as developed and implemented.

Requirements

Must have minimum of 5 years of management experience in Quality in an acute care hospital setting. Must have current California State Registered Nurse License. Bachelors Degree Nursing or Health Care Administration, management or related field, required. Master's degree in healthcare related field preferred. Demonstrated effective verbal, written, communication, and presentation skills. Current CPHQ credentialing.

For consideration, please apply on-line at www.stvincentmedicalcenter.com

You may also visit our website for additional career opportunities and benefit information.

Contact:

St. Vincent Medical Center
2131 W. Third Street
Human Resources, 8th Fl.
Los Angeles, CA 90057
Fax: 213-484-7228
E-mail: annahkaram@dochs.org

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Director of ED and Medical Surgical Unit (Snoqualmie, WA)

Only 30 minutes from the heart of downtown Seattle and 15 minutes from the slopes of Snoqualmie Pass, Snoqualmie Valley Hospital overlooks the beautiful Snoqualmie Valley. The Hospital offers the opportunity to work with a successful organization built on collaboration and respect. Its employees take pride in providing exceptional patient care in a spectacular Northwest setting.

The Director of ED and Medical Surgical Unit is a senior leadership operations position. The Director carries out administrative and operational functions, will provide oversight to the Emergency Dept. and Medical Surgical Unit, serves as the primary nursing executive for the hospital. This position is responsible for development and implementation of organizational strategy, develops and adheres to departmental budgets, assures compliance with internal policies and external regulations. In addition, seeks to develop staff through ongoing professional development and education.

Experience: Minimum of five (5) years of clinical and managerial experience.

License/Certification: Current State license as a Registered Nurse. Current BCLS and ACLS. Basic Arrhythmia Certification.

Please submit your resume or C/V to: Human Resources
9575 Ethan Wade Way SE
Snoqualmie, WA 98065, fax: 425-831-2361

hr@snoqualmiehospital.org
www.snoqualmiehospital.org



Director of Finance

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Nestled between the ocean and the mountains, Santa Barbara offers breathtaking vistas, beautiful flowers, an abundance of Spanish colonial architecture and a mild, "Mediterranean" climate. Once you come home to Santa Barbara, it's hard to imagine living anywhere else.

At **Cottage Health System**, our facilities are state of the art and our physicians, nurses, technicians and staff are simply the best. Our shared governance environment gives you a voice in the organization and encourages the contributions, creativity and skills of every member of our team.

In this key role, you will: Manage the general ledger functions, financial statement preparation, cash management and control functions; Oversee payroll and accounts payable functions for Cottage Health System and affiliated entities; Ensure compliance with policies, procedures, state regulations and generally accepted accounting practices; Coordinate the preparation, review and finalization of monthly financial statements; Interpret and analyze financial data for Executives and Department Directors; Review and report on all financial systems for internal control; Supervise, recruit, train and develop, evaluate and make personnel action recommendations for staff to ensure standards for quality and performance are met.

Requirements include: A Bachelor of Science or Bachelor of Business Administration degree with a major in Accounting or similar subject; A Certified Public Accountant license; A minimum of eight years of management experience in the accounting field, of which experience in the hospital industry is preferred; Knowledge of not-for-profit accounting principles, standards and accounting practices; Knowledge of hospital financial recordkeeping, reporting and planning.

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www.cottagehealthsystem.org EOE



Controller

Bachelor's Degree in Accounting, Finance or related major 5+ years experience in financial management. Directs the financial affairs of the organization and prepares financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of management. The Controller is responsible for the company's financial plans and policies, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, cost accounting and budgetary controls. Ensures accounting procedures conform to generally accepted accounting principles and WA State guidelines. Minimum Requirements: Bachelor's Degree in Accounting, Finance or related major, 5+ years experience in financial management-healthcare preferred, CPA preferred.

Requisition Number: 9692

Salary: \$42.53 - \$60.42

To apply and learn more contact:

Mike Herber
Senior Leader -
Employment & Recruitment
(509) 586-5650 mike.herber@kphd.org



Human Resources Director

(Snoqualmie, WA)

POSITION SUMMARY:

This position works with the Executive Team to develop and implement strategies and programs consistent with the strategic directions for the District related to all human resource functions including:

- * Compensation
- * Regulatory compliance
- * Recruiting
- * Policy development and implementation
- * Employee Relations
- * Payroll Administration
- * Benefits
- * Training

This position is a member of the senior management team and works closely with all levels of management in the District.

EDUCATION/EXPERIENCE:

A Bachelor's degree in Human Resource Management or related field as expected.

Two or more years experience in Human Resources is required preferably as a Director or Assistant Director.

PHR or SPHR is preferred. Rural Healthcare is a plus.

This is an opportunity to work for a very successful community based hospital with a sound administrative team in an area that is picturesque.

To apply and learn more contact George Deering, Principal of Deering and Associates, at gdeering08@comcast.net

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