

## JOB DESCRIPTION

**Job Title:** People Centered Human Resources Director

**Member of:** SBD Medical Solutions, PC

**Hours:** Full Time

**Responsible to:** COO

### **Corporate Philosophy –**

Southeastern Cardiology Associates strives to deliver the best care possible through a team approach. From check-in, each employee participates in delivering the highest quality of care and attention in the Southeast. Our commitment to you, *our* patient, is that we will treat you like family. We are compassionate and considerate. We are passionate about advancements in technology and patient care. We are educators and good listeners. We believe that qualified cardiology care is not hard to find. However, we think that embedding a world class group of cardiologists within a team that is committed to treating the patient and their loved ones is what truly sets us apart. Our job is not done when the condition is diagnosed and treated appropriately. We consider the mission accomplished when we have treated the problem and our team has communicated effectively with the patient and their loved ones. Above all, we are here to serve you and your family. Our team of specialized physicians, mid-levels, nurses, technicians and staff are committed to providing the highest level of service – this team approach truly sets us apart.

### **“Business Culture” Expectations –**

Demonstrates the SEC/SBD Corporate Culture at all times with colleagues, providers, outside offices/vendors, patients & their family members. Consistently portrays a positive attitude; excels in individual role while creating a culture of teamwork and cooperation; puts the patient/family first and regularly seeks opportunities for self-improvement as well as operational improvement.

### **Brief Job Description –**

Southeastern Cardiology is looking for a people-centered Human Resources Director to help build and maintain an exceptional team of professionals. This individual’s focus will be on creating a hiring, onboarding and retention process that is centered around Southeastern Cardiology’s business culture.

### **Job Duties –**

#### **Objective A: Employee Recruitment & Retention**

- Optimize people-centered activities such as **hiring, training, professional development, and performance management** to ensure these efforts support the company’s growth and bottom line.
- Create/manage an efficient applicant tracking system
- Focus on projects that create a welcoming, energizing and rewarding place to work where employees feel valued and significant to include orchestrating regular department meetings, staff meetings, group outings, employee one-on-ones, etc.
- Build a candidate-centric **recruiting and on-boarding experience** for all new staff members serving as the company’s culture advocate and internal brand builder to attract the best and brightest talent to the organization.

#### **Objective B: Culture Advocate**

- Continue to develop/define Southeastern Cardiology’s well-established company culture ensuring that the company’s values are reinforced with every initiative and communication.
- Develops workshops, classes and in-house retreats to advance leaders within the organization
- Create professional development tracks for staff and work closely with managers to help staff develop within the organization

SBD Medical Solutions, 2020 Disclaimer: this job description may be changed to include new responsibilities and tasks or change existing ones as management deems necessary.

### **Objective C: Regulatory & Compliance**

- Ensures all Human Resource related policies and procedures are followed and advises management in appropriate resolution of employee relation issues.
- Responds to employee inquires regarding HR policies and procedures
- Responsible for identifying legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance
- Studies legislation, arbitration decisions, etc. to assess industry trends
- Regularly reviews and amends Employee Handbook in partnership with the COO to ensure that the company(s) are meeting/exceeding industry standards
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separation (if voluntary)
- Represents organization at personnel-related hearings and investigations

### **Qualities We Look For –**

**Emotional Intelligence:** empathy and strong interpersonal skills are essential. Must be compassionate, self-aware and able to skillfully manage emotions and those of others

**Talent Architect:** demonstrated ability to attract and hire top talent, always keeping our culture front of mind

**Culture Influencer:** must be a good story teller orchestrating shared values across employees, customers, etc. Helping to reinforce and stitch together the culture and shared values across the candidate and employee is paramount.

### **For more information, please contact:**

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