



Director of HR & Operations

Redwood Coast Medical Services, Inc. (RCMS) is a non-profit, FQHC, serving a vibrant and diverse community in both Gualala and Point Arena clinics. As a part of this exceptional team, you will be working in a supportive environment, with *flexible* hours, an excellent benefits package, retirement program, NHSC programs, peer support, continuing education assistance, REACH Air Ambulance coverage, local gym memberships and more! You will be a part of a team that cares and where *you* make a difference every day. *RCMS – it's not just a job; it's a way of life!*

Position Type: Full-time (40 hours per week), salary/exempt & benefited
Shift: 8-5, M-F
Salary Range: \$40-45/hr, DOE
Location: Gualala

Summary: As a leader, the Director of HR & Operations is responsible for the successful day-to-day operations of Redwood Coast Medical Services (RCMS) sites, including a variety of clinical support services that include Human Resources and organizational functions. The best candidate will bring a high-caliber commitment to working in a collaborative manner with all team members and will maintain confidentiality and professionalism in all situations.

JOB REQUIREMENTS

- 3+ years of management or supervisory experience in a healthcare setting
- Bachelor's degree or equivalent work experience
- Working knowledge of federal and state regulations that impact human resources and clinic operations, including Title 22, FLSA, wage and hour, and labor laws
- Ability to use MS Office programs, including MS Word, Excel and Outlook
- Must demonstrate leadership skills and be creative in problem-solving
- Must have strong organizational skills with good follow-up attention to detail
- Must have strong interpersonal skills with attention to team building
- Must have the ability to work accurately, efficiently and independently
- Must demonstrate the ability to maintain strict confidentiality
- Annual completion of all assigned training courses
- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods standing
- Must be able to lift 15 pounds at times

RCMS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Fill out an application and send it along with your resume today!

HR@rcms-healthcare.org