

HUMAN RESOURCES BUSINESS PARTNER - REDMOND, OREGON

BestCare Treatment Services in Redmond, Oregon is recruiting for a Human Resources Business Partner! This position is located at our Administrative Offices in Redmond, Oregon. This is all Full-Time Regular position that includes a competitive benefits package, paid time off, NINE recognized holidays, and a retirement account option. **Starting salary for this position is \$26.23 - \$33.58/hour DOE.**

BestCare Treatment Services is proud to be one of the longest-term providers of alcohol & drug rehabilitation and mental health services in the Central Oregon region. We got our start in November of 1997, thanks to a partnership between Deschutes County, State of Oregon, and St. Charles Medical Center. From a modest, singular drug rehab center, we have grown to offering residential and outpatient services in four cities in addition to the only Spanish-speaking alcohol and drug rehab facility in the state. We have helped thousands of people find the help they need in a caring and collaborative environment and we remain true to our founding mission:

To advocate and provide compassionate care in the treatment and prevention of addiction and mental illness.

As an agency, BestCare has a family feel with a supportive staff of hard-working professionals whose compassion and dedication is unmatched in our industry. They are smart, kind, innovative and strive to offer the best services available under all circumstances. Does this sound like you? If so, we invite you to join our team by applying for this exciting position.

Located in beautiful Central Oregon, Redmond, Oregon, is home to scenic river gorges, deep desert canyons, and other delightful treasures. The community is tight-knit and is known for its livability, affordability, community spirit as it's easy access to many outdoor activities. The surrounding landscape offers gorgeous snow-capped mountain views, fresh, clean rivers and lakes and breezy high desert plains. Redmond is in close proximity to a myriad of destination locations for fun and relaxation including the breath-taking Cascade Mounts, World Famous Smith Rocks State Park, and Cove Palisades State Park on Lake Billy Chinook just to name a few.

For a video tour of Redmond and Bend, take a look at these videos:

[Visit Redmond Oregon - YouTube](#)

[The Official Bend Oregon Video by VisitBend.com - YouTube](#)

If this sounds enticing, don't wait! Apply today and join the family!

Title:	Human Resources Business Partner
Program:	Administrative Offices
Program Location:	Redmond; requires travel throughout organization
Supervisor:	Director of Human Resources
Employment Status:	Full Time Regular

FLSA Classification: Exempt

General Duties: The Human Resources Business Partner is responsible for higher level human resource support for the Director of Human Resources and the Human Resources team. Responsibilities include, but are not limited to, administrative functions, talent & performance management, compensation and benefits administration, employee relations management, employee engagement and retention, worker's compensation, training and policy and procedure development, education, and compliance. HR Business Partner works directly with employees and management throughout all BestCare locations to achieve and maintain a high-performing workforce that is adequate to meet all administrative, congregate care, outpatient services and community mental health program needs while ensuring compliance with all applicable federal and state employment laws and regulations and all company personnel policies.

Job Relationships:

- Reports to: Director of Human Resources
- Employees Supervised: None

Job Specifications: (Requirements)

- Bachelor's degree in Human Resources, Business Management, or related field. (Associates degree and directly related work experience considered).
- Proven track record of 3 plus years of Human Resources work experience in the areas of employee relations, strategic planning, talent acquisition, compensation and/or benefits administration.
- One year of demonstrated Leadership experience.
- Advanced computer experience in word processing, spreadsheets, Internet, desktop publishing, and database management required.
- Ability to work independently with little supervision required.
- Strong organizational skills and the ability to prioritize and complete tasks required.
- Able and willing to travel between job sites over three counties in personal vehicle required (reimbursement for mileage provided).
- Minimum of PHR or SHRM-CP certification, required within one year of employment.
- Experience in an HRIS system required; implementation experience preferred.
- Ability to remain calm while working under pressure in a busy environment.
- Demonstrated experience in verbal and written communication in a professional setting as well as demonstrated experience working with a diverse population of employees.
- Ability to maintain absolute confidentiality.
- Must be able to promote a positive influence within the company.
- Must be a team player, possessing outstanding interpersonal relationship building, and employee coaching skills.
- Ability to work within framework of standard policies and procedures.
- Responsible for compliance with all federal, state and local employment laws.

Specific Duties:

- Responds to Human Resources inquiries and incoming calls for internal and external customers.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance.
- Works directly with department managers on hiring, evaluations, competency documentation and performance issues.
- Interfaces with employees, supervisors, and managers relative to benefits, compensation, discipline, and policy interpretation.
- Assists, advises & educates management in the application and interpretation of personnel policies and procedures, union contracts, transfers, and terminations.
- Participates in professional activities to keep abreast of changes in new developments in the field.
- Conducts stay and exit interviews, analyzes data, and makes recommendations to the management team for corrective action and continuous improvement.
- Coordinates with Director of HR and Payroll Administrator to remain compliance on the Affordable Care Act, to include reviewing hours of service and extending coverage to employees with 30+ hours of work.
- Assists with the communication and tracking of the annual performance review process tracking and compliance.
- Review and update BCTS Employee Handbook when necessary based on changing federal, state and local laws and BCTS internal policy changes.
- Answers questions from Managers/Supervisors and employees regarding pertinent HR information.
- Assists the Director of Human Resources with personnel related projects as assigned.
- Acts as a liaison with employment agencies, advertising agencies, and temporary agencies and reviews contracts with these agencies.
- Works with the management team to Develop and drafts job descriptions.
- Coordinates New employee Criminal Background check and credentialing processes.
- Assists Director of HR and team with Compensation management processes.

Tools and Equipment Used:

Must have competency in using a computer for word-processing, data base and internet usage.
Must be able to operate usual office equipment such as fax, telephone, and photocopy machine.
Must have a current and valid driver's license.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)