

MEMORIAL HOSPITAL AT GULFPORT

Position Title: Employee Relations Specialist

Department/Division: Employee Relations

Reports to: Director, Employee Relations

Job Summary: The Employee Relations Specialist provides coordination and support to the human resources functions relative to development and implementation of special projects. The Employee Relations Specialist advises and consults with managers and employees to facilitate resolution of employee relation issues to improve working relationships, build morale, and increase productivity and retention. Acts as an internal consultant by analyzing and recommending solutions to human resource issues relating to the employee relations area.

Essential Accountabilities: The following are essential job accountabilities: **

1. Coordinates special projects, programs and initiatives.
2. Interprets, upholds and enforces hospital and personnel policies and guidelines related to employee conduct, performance, and disciplinary actions reducing legal risks and ensuring regulatory compliance.
3. Serves as an internal consultant by analyzing and recommending solutions to human resource issues relating to the employee relations area.
4. Participates as a member of the team to achieve business goals, quality outcomes and customer satisfaction.
5. Practices within legal, ethical and professional boundaries.

Other Accountabilities:

1. Performs other related duties as assigned or requested.

Job Specifications:

Required Education: Bachelor's degree in Human Resources, Business Management or a Healthcare related field.

Required Licensure: N/A

Preferred Licensure: Professional in Human Resources certification (PHR) or Society of Human Resources- Certified Professional (SHRM- CP)

Required Experience: Five years' progressive experience working in Employee Relations or Human Resources. Minimum of three years working in a healthcare setting. Must have experience in interpreting reports, data and validating information for organizational reporting purposes.

Required Skills, Knowledge, Abilities: Excellent oral and written communication skills. Strong problem solving skills, critical thinking skills and ability to multi-task. Knowledge of legislation concerning employment practices (EEOC, FLSA, etc.), workplace investigations and Human Resources fundamentals. Advanced proficiency in Microsoft Word and Excel.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Please apply online at: <http://www.gulfportmemorial.com/employment-opportunities>