



Santa Cruz, California

January 2, 2017

**Position Prospectus
Chief Human Resources Officer**

Application Deadline: February 28, 2018 5:00 pm

The Organization

With 65 employees and an \$8.1 million dollar annual budget, Dientes Community Dental Care is an award winning health service organization serving Santa Cruz County, California. Our mission is to create lasting oral health for the under-served children and adults of Santa Cruz County and neighboring communities.

Dientes is well known and respected for its high quality, affordable dental care for low income members of our community. We provide comprehensive dental services including specialty care, and serve over 10,000 children, adults and seniors with over 38,000 dental visits projected in FY 2018.

Dientes' revenues come primarily from insurance reimbursement from the State Medi-Cal program, as well as some contracts, while approximately 10% of our budget comes from contributions from individuals and grants from foundations.

Dientes recently convened a multi-stakeholder Oral Health Access steering committee which reviewed data from a 2016 report on Oral Health Access in Santa Cruz and Monterey Counties. This resulted in a strategic plan which brings together partner organizations from health, government and education to promote oral health access and education in innovative ways through existing programs. Our first report card addressing our three goals will be published in early 2018.

Dientes' newest initiative is a low income housing and health center development on 3.7 acres in Live Oak with partners Mid-Pen Housing and Santa Cruz Community Health Centers, where we will provide dental services for up to 8,000 patients at a new clinic opening in 2020.

Dientes clinics include

- 15-chair dental operatory clinic in mid-County Santa Cruz
- 4-chair dental operatory co-located clinic at the County Health Services Agency Clinic in Watsonville

- 2-chair dental operatory clinic in the Beach Flats neighborhood of Santa Cruz
- 1-chair dental operatory clinic co-located with other services at the Homeless Services Center campus
- 32 location mobile dental Outreach Program which serves schools, skilled nursing facilities, HeadStart sites and Juvenile Hall

For more information, visit www.dientes.org or www.oralhealthsc.org

The County of Santa Cruz

Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year.

Its unique shops and restaurants coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, and biking, offer a wealth of leisure activities. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour's drive away. These elements of high quality living make Santa Cruz County one of California's most desirable living areas and, as such, the cost of housing is high.

Position Mission

The Chief Human Resources Officer is responsible for providing senior business leadership and day to day management and administration of all human resource functions, policies and programs including staffing, employee relations, training and development, performance management, and compensation and benefits. They are a member of the senior leadership team and provide regular reports to the board of directors.

Major Initiatives in the first 24 months

- Implement an online HR system that integrates with other organization databases and software.
- Implement an internal communications strategy.
- Support the staff through leadership development and training to achieve a highly engaged workforce.
- Plan and recruit for new clinic with up to 30 additional staff to be hired in 2020.
- Provide ongoing HR strategy development as Dientes continues to grow.
- Collaborate with the Leadership Team and Board in the development and execution of strategic plans to achieve transformational goals.

Candidate Qualifications

The successful candidate will ideally possess the following qualifications:

- A Bachelor's in Business or Human Resources, or related major. MBA preferred.
- 7-10 years of progressively responsible Human Resources management experience.
- A team-player with demonstrated dedication to excellence. Personal integrity manifested in a positive and credible image.
- A management style that supports a collaborative environment and continuous improvement culture; experience leading teams and coaching employees toward successful outcomes.
- Ability to use good judgement and demonstrate discretion in handling of confidential and/or sensitive information.
- Ability to approach others in a tactful manner; culturally competent.
- Ability to maintain composure when confronted with stressful situations.
- Skilled in the use of personal computers and MS Office Suite including Excel and PowerPoint. HRIS database management experience.
- Strong written, interpersonal and oral communication skills. Strong conflict resolution skills.
- Must work well under pressure and be able to juggle multiple tasks efficiently.
- Experience working collaboratively with a management team toward a common goal and shared agenda.

Additional Qualifications

- An open and participative leadership style with demonstrated capability to manage, mentor and grow a team towards identified targets and goals.
- Exceptional presentation and writing skills to effectively present key data, create succinct written communication, and simplify complex messages as needed for diverse audiences.
- Preferred qualifications include experience in healthcare and/or nonprofit sector, PHR/SHRM.

Compensation

\$140,000 annually.

Benefits

- Dientes offers a generous benefits package including up to 3% match toward 403b plan, health insurance and dental services (provided onsite) for employee

and 50% paid for dependents, life insurance, 11 paid holidays, 15 days paid time off in first year increasing to 18 in year 2.

Application Process

Please email letters of interest and resume to:

Dientes Community Dental Care
Care of HR Department
gary@dientes.org

Dientes is committed to providing culturally appropriate environment for its employees. The ideal candidate will communicate effectively and respectfully with people from different racial, ethnic and cultural backgrounds and lifestyles and demonstrate a knowledge of, and sensitivity to, our employees' diverse needs.

Application Time Table

January 2, 2018 position announced

February 28, 2018, 5pm applications due (Phone screenings will take place in January and February)

March- April 2018 candidate Interviews

May 2018 (or mutually selected date) candidate assumes position.

Dientes is an equal opportunity employer.