



Open Position: **Human Resources Generalist**
Reports To: **Chief Human Resources Officer**

Our Organization:

Dientes is an award-winning, NHSC approved dental organization serving Santa Cruz County. Our mission is to create lasting oral health for the under-served children and adults of Santa Cruz County and neighboring communities. We are a non-profit organization that believes in providing top-notch, quality care for all patients regardless of income. We provide comprehensive dental services including specialty care, and serve over 11,000 children, adults and seniors with over 42,000 dental visits projected in FY 2019. Our philosophies value safety, quality, community, education and fun, all while striving to put our patients first.

The Position: Dientes is growing! And as we grow, we are excited to build out our HR team in order to provide the best all-around support to our staff and partners. We are looking for a skilled and experienced HR Generalist who can serve as a solid member of our team and who is interested in professional growth and development opportunities. This role will provide support in administering human resources policies and programs covering a broad range of HR issues including staffing, employee relations, training and development, performance management, compensation and benefits.

Requirements:

- Bachelor's degree in HR, sociology, psychology or business equivalent combination of education and experience.
- Minimum 2 years' experience in the HR field with knowledge ranging from general to expert level in the following areas:
 - Worker's Compensation
 - Benefits Administration
 - Recruitment
 - Employee Relations

Responsibilities:

- Support CHRO in annual goal initiatives including implementation of new onboarding process, recruitment strategies, community relations, policy reviews, employee program evaluations/implementations, and staff development.
- Act as primary Recruiter for multiple job categories with ownership of full cycle-recruitment; provide support to CHRO for Management/Provider level roles and training for HR support staff.
- Function as first point of contact for employees for benefits coverage questions and/or concerns; provide coordination for annual Open Enrollment process, distribute materials, communicate with broker, follow-up on paperwork ensuring it is obtained by relevant deadlines and that employees are enrolled in a timely fashion.
- Maintain Workers Compensation claim files and associated documentation.

Our Location: 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.

The Pay: \$25-30/hour depending on experience, plus:

- **Great Benefits:** We offer 4 health insurance options, three of which we pay 100% of employee's premiums, 50% paid for dependents. We provide the best of the best dental services (provided onsite!) for employee and 50% paid for dependents.
- **Generous PTO:** We also provide 11 paid holidays, 15 days paid time off in first year and increasing to 18 paid days off in year 2.
- **Retirement:** Dientes offers a generous benefits package including up to 3% match toward 403b plan.
- **Education Allowance:** Our employees receive a reimbursement of up to \$1200 per Fiscal Year.
- **Work/Life Balance:** At Dientes, we work hard, and we play hard! It is extremely rare that you will see a day over 8 hours, and we encourage you daily to go out and enjoy the CA sun!

Why Should You Apply? Here's what our current employees say:

- "My co-workers at Dientes are like a second family to me. I feel supported by my team and go home every day feeling good about the work I've done."

- “Dientes patients are like no other! Every day, multiple times a day, I am thanked by patients, and their gratitude goes a long way.”
- “The best thing about working for Dientes for me is the fact that we have the best technology, even as a non-profit. A lot of people wouldn’t expect our facilities to be so clean and modern. It feels good to offer this high level of care to our underserved patients- they deserve it.”
- “I’m a Dentist, and never before in my career have I been offered such a generous benefits plan, including PTO, sick time, and vacation. Paired with the meaningful work I do each day, I know that I’m in the right place.”

Dientes is an equal opportunity employer.