

## **JOB DESCRIPTION**

**Title:**           **Registered In-House Counsel/ Director of Personnel**

**Job Summary:**     Under the direction of the Executive Director, the person in this position will be responsible for acting as an agent for NHSI with regards to all legal matters, liabilities and rights; however no litigation work will be required.

**Job Duties:**

**I.       Registered In House Counsel**

- (1) Review and draft all contracts, leases, and agreements prior to entering into by or with NHSI and on behalf of NHSI by any employee or third party.
- (2) Provide legal advice on any legal matters pertaining to NHSI.
- (3) Provide legal advice on any suits brought by or against NHSI.
- (4) Consult NHSI on any new laws, regulations or statutes; whether state or federal.
- (5) Act as a legal consultant for NHSI in any legal matters, mediations, arbitrations, and hearings.
- (6) Support all other Branch Directors on legal matters affecting NHSI.
- (7) Provider General Legal Counsel
- (8) Draft letters and correspondences on behalf of NHSI.

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**II. Director of Personnel**

**(A) Personnel**

1. Responsible for recruitment process;
  - a. Advertisement placement
  - b. Qualification verification and recommendation
  - c. Interview arrangements
  - d. Physical appointments
  - e. Reference verification
  - f. Submission of acceptance or rejections letters
  - g. Timely documented follow up with application
2. Establish and maintain an updated and complete filing system for personnel records in accordance with policies and procedures.
3. Responsible for the completion of all documentation and correspondence prior to the starting date of new employees.
4. Conduct all exit interviews and final release to those who are leaving NHSI employment.
5. Responsible for updating personnel database and sending our notices to employees for any missing or expired documents and follow-up procedures.
6. Responsible for sending our evaluations at the beginning of every month and maintaining follow up procedure.

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7. Responsible for maintaining and updated employee listing and directory (summary by department and location).

**(B) Worker's Compensation**

1. Ensure that injured employees follow the correct steps in filing a workman's compensation claim. Also, ensure that corrective measures are made to avoid similar injuries. Follow claim from beginning (at point of injury) to the ending (administering of medical services and necessary reimbursement form insurance company).
2. Maintain detailed records of all claims.

**(C) Credentialing and Hospital Privileges**

1. Responsible for submitting and updating credentialing documents to all necessary agencies for providers prior to their start date.
2. Submit hospital privilege documentation to necessary agencies such that providers may see patients at local hospitals.
3. Responsible to assure that all credentials are done and documented in accordance with the procedures established.
4. Responsible to assure that provider compliance with provider's contract, especially in regard to the

Hospital Privileges. In the case of non-compliance, complete report should be submitted to the ED.

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**(D) Orientation/In-Service Training**

1. Responsible for new employee orientation program, to include and not limited to the review of organization structure, management staff, and personnel guidelines and administrative procedures.
2. Assist with in-service training preparation.
3. Responsible to arrange procedure/protocols review/training with each related department.

**(E) Employee Relation**

1. Responsible to refer to Personnel Guidelines for all employee concern.
2. Review the Personnel Guidelines with all new hires and current employees.
3. Responsible to educate and continuously orient employees to the correct chain of command.

**(F) General Office**

1. Perform clerical functions, type letters and memos, posts and distributes correspondence.
2. Update bulletin boards with regulations required as well as post all vacant positions and emergency employment policy at all time.

3. Updates the status of vacancy positions in EDD, NHSI Web, any career placemen, OHSPD Web page, etc.

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4. Perform other related duties as directed by the ED.
5. Assist in reviewing and updating personnel policies and procedures in accordance to federal and state requirements as well as current and future labor laws.

**(G) Benefits Management**

1. Review and advice NHSI employees with benefits under the current insurance program.
2. Answer all questions and/or obtain answer from current carriers.
3. Establish and maintain all needed documents for insurance programs (medical, dental, life, etc...).
4. Responsible for communication and invoicing between NHSI and insurance carriers on a timely basis.
5. Seek new quotation from different companies; make analysis and recommendations of new carriers or coverage to maximize benefits.
6. Accrue the retirement plan benefit on a quarterly basis in accordance to the profit sharing plan established.

7. Maintain all CME, CDE . . . etc, for each professional employee in accordance with current policies, or as required by funding, licensing and credentialing requirements.

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8. Organizes social functions for the company (i.e. Employee Appreciation Night).
9. Organize other employee benefits and recognition awards.
10. Assist in quote process for insurance carriers.

**Job Requirements:**

- (1) Provide excellent communication skills, both oral and written with regards to all correspondences with NHSI.
- (2) Able to work independently, create his/her own work, develop work schedules for work to be done and be sensitive for deadlines.
- (3) Must have the experience, education, self training, and personal skills to deal with legal issues.
- (4) Must be able to coordinate and communicate with all NHSI Branches and divisions; as well as Board of Directors to carry on the job responsibilities.

**Qualifications, Education, and Experience:**

- (1) Graduate from an accredited Law School with a JD, and licensed as a Registered In-House Counsel with the State of California Bar.
- (2) Must have valid California Driver's License.

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- (3) Be an active member in good standing of the bar of a United States state, jurisdiction, possession, territory, or dependency.
- (4) Register with the State Bar of California.
- (5) Knowledge of employment labor law, federal and state requirements, and a good understanding of company and departmental policies and procedures.
- (6) Possess effective supervisory skills as well as communications skills to be able to efficiently involved with personnel inside and outside the company requiring reasonable tact, discretion, self-expression and a working knowledge of the benefits policies and procedures.
- (7) Self-starter and able to work under pressure.
- (8) Able to Promote and believes in NHSI mission statement "Health for All".
- (9) Ability to relate to the public regardless of ethnic, religious and economic status.

**Responsible To:** Executive Director

**Classification:** Full Time Position, Exempt

Approved: \_\_\_\_\_

Date: \_\_\_\_\_