

NorthCare Network

1230 Wilson Street
Marquette, Michigan 49855

POSITION TITLE: Human Resources Manager

QUALIFICATIONS: Bachelor's Degree in Human Resources or related field preferred. Experience may be considered in lieu of education. PHR or SHRM-CP Certification preferred or must be obtained. Minimum 5 years of HR experience preferred. Minimum 3 years of payroll experience preferred. Working knowledge of state and federal employment law.

STATUS/HOURS: Competitive Wage, plus full-time benefits. Regular full-time/80 hours biweekly

SALARY RANGE: \$70,491.20 to \$95,160.00. Starting salary will be determined based on education, certifications, and experience.

LOCATION: Marquette, Michigan - Many positions offer a hybrid work schedule with supervisor approval.

ABOUT US: NorthCare Network is a Specialty Prepaid Inpatient Health Plan (PIHP) located in Marquette, Michigan and is responsible for the management and service array available to residents of Michigan's Upper Peninsula with behavioral health needs covered by Michigan Medicaid and specialty grants for substance use disorder services.

RESPONSIBILITIES INCLUDE: Under the supervision of the Chief Executive Officer, the Human Resources Manager oversees and administers all core Human Resources functions for NorthCare Network. This position manages the full employee lifecycle, including recruitment, onboarding, benefits administration, payroll coordination, employee relations, policy management, credential tracking, performance management, and regulatory compliance. The Human Resources Manager also serves as the organization's Training Coordinator, overseeing the employee training program and ensuring all required trainings are completed in accordance with legal and contractual standards.

Send a cover letter and resume to: Attn: Human Resources

Email: hr@northcarenetwork.org

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Deadline to apply: Until the position is filled.

NOTICE TO APPLICANTS: Any offer of employment is contingent on a criminal background check, primary source verifications, exclusion, and reference checks. NorthCare Network is an Equal Opportunity Employer.

Customer Service: 888-333-8030 or (906) 225-7254

Admin. Fax: (906) 232-1070 Clinical Fax: (248) 406-1287 SUD Fax: (248) 406-1286
www.northcarenetwork.org

