

# NorthCare Network

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1230 Wilson Street  
Marquette, Michigan 49855

**POSITION TITLE:** Human Resources Manager

**QUALIFICATIONS:** PHR or SHRM-CP Certification preferred or must be obtained. Bachelor's Degree in related field preferred. Experience may be considered in lieu of education requirement. Minimum 5 years of experience in human resources preferred. Minimum 3 years of experience in payroll preferred. Working knowledge of HR Law including all state and federal employer/employee requirements.

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

**SALARY RANGE:** \$52,336.34 to \$90,616.03. Starting salary will be determined based on education, experience, and certification(s).

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

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 this position is responsible for a variety of tasks related to Human Resources (HR), payroll, and training. These tasks include being responsible for all HR functions; preparing and processing payroll; coordinating the recruitment and hiring of new employees; working with benefits agents; reviewing personnel policies and procedures; tracking performance evaluations, credentialing/licensure, and step increases; scheduling and tracking employee trainings. The HR Manager also acts as the Training Coordinator for the organization.

Send a cover letter and resume to: Attn: Human Resources  
NorthCare Network  
1230 Wilson Street  
Marquette, MI 49855  
Email: [hr@northcarenetwork.org](mailto:hr@northcarenetwork.org)

Deadline to apply: Until position is filled.

**NOTICE TO APPLICANTS:** Any offer of employment is contingent on a criminal background check, primary source verifications, exclusion, and reference checks. 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](http://www.northcarenetwork.org)