DIRECTOR OF HUMAN RESOURCES

APPLY NOW
SEIU Healthcare 1199NW Multi-Employer Training and Education Fund (The Training Fund) is a nonprofit, labor-management partnership between seventeen (17) hospitals across eight (8) healthcare systems and the largest healthcare union in Washington State.

Established in 2008, the Training Fund was created to develop a statewide program for addressing the workforce needs of participating employers and to support the career, knowledge, and skill aspirations of SEIU Healthcare 1199NW members. It is a ground-breaking enterprise designed to leverage the healthcare industry’s greatest strengths – its people and its institutions – to collectively keep pace with this rapidly changing, ever expanding and highly complex industry.

The organization is governed by an 18-member board of trustees with nine (9) representing the union and nine (9) representing the employers. There are approximately forty (40) full-time staff, and the Training Fund has an annual budget of approximately $8.6m.

Close to 17,000 Washington State healthcare workers are currently eligible for Training Fund education benefits. As a Labor/Management Taft-Hartley Trust which is funded by collectively-bargained employer contributions, the Training Fund is able to provide services and benefits at no cost to eligible members. Benefits include funding for Professional Development activities, a Tuition Assistance program to cover college and university enrollment costs, and a wide variety of educational support services.

The Training Fund also offers direct healthcare instructional programs. The organization is the founder, sponser and administrator of the Health Care Apprenticeship Consortium (HCAC). We currently offer 6 apprenticeship programs in the healthcare field, including behavioral health, and are continuing to expand. Other programs include Certified Nursing Assistant (CNA) instruction and Advanced Certification for Environmental Service Technicians (ACET).

The multi-employer, labor-management partnership model allows the Training Fund to attract significant grant dollars to expand services for its members and the broader community. The Training Fund has received funding through multiple federal, state, and private grants, including over $15 million in grant funding since 2020. We truly appreciate this important support from our funding partners.

From policy work to training projects to education-system reform, the Training Fund has made a significant impact on the current and future direction of Washington’s healthcare workforce system.

THE TRAINING FUND’S WORK

- Markedly increase healthcare workers access to and completion rates of healthcare education through funding and support services targeting working adults.
- Improve Equity, Diversity and Inclusion (EDI) in healthcare systems through instructional programs, access to healthcare career advancement, job skill enhancement and Training Fund’s member supports.
- Produce and be renowned for innovative and high quality direct programming in healthcare career gap areas.
- Thrive as a labor/management partnership for healthcare workforce solutions.
- Influence the education and workforce development system as a labor/management partnership to meet our collective goals.

You can hear directly from Executive Director Laura Hopkins here.
VISION
The Training Fund supports the career advancement and lifelong learning of healthcare workers while enhancing partnering employers’ ability to attract and retain a diverse and talented workforce.

MISSION
The Training Fund supports innovative training, education, and career development for healthcare workers that maximizes their talents, proactively meets industry needs and ensures high-quality patient care through a diverse and skilled healthcare workforce.

For more detailed information about the Training Fund’s programs and services, please click here.

You can also view a short introductory video about the Training Fund here.

THE POSITION
This position reports to and is a trusted partner of the Executive Director. As an integral executive leadership team member, the Director of Human Resources oversees all human resource functions of the organization and leads process, policy, and systems change with a lens toward greater equity, diversity, and inclusion. The Director will work closely with senior leadership on strategic initiatives related to organizational design and development, talent acquisition and management, succession planning, change management, employee development and training, performance management, and employee relations. This a strategic and hands-on role, developing systems and processes to scale as the organization grows, leading the full lifecycle of recruiting efforts, onboarding, training, compensation, benefits, and leave management, cultivating and stewarding the Training Fund’s culture, and upholding company policies and practices. This role requires effective collaborative leadership skills and ability and bias for action.

• Partner with the Executive Director and leadership team to create and implement foundational policies, procedures, and training programs that foster the organization’s culture, values, mission, and overall talent strategy.
• Provide strategic input on how the organization will grow and evolve related explicitly to the current virtual work environment, organization development, systems, policies, procedures, workforce planning and forecasting, recruiting, and hiring, professional development, performance management, and compensation and benefits, among other things.
• Develop talent acquisition and management plan enabling 10-20% YOY growth and supporting the Training Fund’s commitment to equity, diversity, and inclusion to meet the organization’s needs. Recruit and onboard new hires and support team development.
• Identify key performance indicators for the organization’s human resource and talent management functions; assess the organization’s success and market competitiveness based on these metrics.
• Consult with the leadership team on human resource matters, which may include staffing, compensation, benefits, workforce planning, performance management, succession planning, professional development, training, employee engagement, relations, and retention.
Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. The Training Fund is seeking candidates with a compelling combination of demonstrated experience and skills in some or all, of the following areas:

- Experience as a Human Resources Manager, or Director, or senior staff member leading and growing an organization, division, or department of similar size and scope. This may include nonprofit, for-profit, education, public sector organizations, or a combination thereof.
- Proficiency in employee relations, talent acquisition, compensation, benefits, compliance, and the ability to pivot between high-level strategy and tactical delivery.
- Experience working with multiple stakeholders, including government, education, community-based organizations, labor, and the private sector.
- Experience with change management, particularly during periods of growth, and a knack for utilizing data to analyze and refine processes for scalability.
- Experience working with diverse populations and addressing unique needs.
- Thorough knowledge of employment-related laws and regulations.
- Experience leveraging technological tools for greater efficiency and effectiveness.

PREFERRED SKILLS AND EXPERIENCE:
- Society for Human Resources Management (SHRM) certification or similar professional credential.
- Knowledge and experience supporting education or workforce training programs.
- Experience in a union or labor/management environment or an understanding of unions and ability to work in labor/management settings.
- A track record of implementing new policies, procedures, and training to advance equity, diversity, and inclusion, including a personal commitment to ongoing learning and development.
- Experience with current organizational software: Paycheck (or other HRIS software) Salesforce, Teams, Monday.com, and Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Bilingual skills.
Leadership Abilities (Continued)

COMMITMENT TO:
- High level of ownership and focus on excellence and creating high-performing teams.
- Oversee the day-to-day operations of the HR department, including hiring and interviewing staff, administering pay and benefits, and enforcing company policies and practices.
- Collaborate with the management team to develop and implement the organization’s goals and strategy related to human resources functional areas.
- Support the development and implementation of equity, diversity, and inclusion initiatives supporting the Training Fund’s mission.
- Stay up to date on key human resource trends/issues relevant to the Training Fund’s current and future work.
- Ensure clear and consistent communication regarding policies and practices and promote positive, constructive employee relations.
- Serve as a resource for leadership and supervisory staff with coaching, counseling, and mentorship, including ensuring a robust supervisor training program.
- Continue to build a culture of collaboration and teamwork to ensure fulfillment of the Training Fund’s strategic goal of investing in our people and our organization.
- Support labor (SEIU Healthcare 1199NW) and management perspectives in your work at the Training Fund.

ABILITY TO:
- Serve as the subject matter expert for HR policies and procedures.
- Interpret and promote the equitable application of people and culture policies and procedures for the Training Fund.
- Support management by providing people advice, counsel, and decisions, including succession planning, development, recruitment, performance management, and legal compliance.
- Ensure an effective approach to employee relations, including team communication, team member engagement, and conflict resolution, and provide counsel in employee relations issues.
- Act with integrity, professionalism, and confidentiality.

- Communicate effectively verbally and in writing with all levels of the organization and with external stakeholders.
- Manage through influence and use interpersonal/emotional intelligence skills and political acumen respectfully and diplomatically.
- Navigate a fast-paced environment and lead through change and growth.
- Manage compensation, benefit, and leave programs, including the job evaluation process and salary structure, monitoring competitive pay practices, and determining appropriate pay ranges.
- Develop and implement the departmental budget.
- Craft and articulate a big-picture plan.
- Motivate, coach, and develop others.
- Solve problems, strategize, and manage/prioritize/organize multiple tasks and projects ensuring high-quality outcomes and results.
- Independently exercise a high level of judgment, especially in organizationally complex settings.

POSSESS AND DEMONSTRATE:
- Integrity
- Discretion
- Diplomacy
- Business acumen
- Confidence
- Humility
- Decisiveness
- Adaptability
- Systems thinking
- High Emotional Intelligence (EQ)
- Approachability
- Active listening
- Conflict management
- Authenticity
- Collaboration
- Self-motivation
The position is open until filled. Application materials are reviewed on an ongoing basis. Screening interviews will begin immediately. Please submit a resume and a two-page (or less) cover letter addressed to Amy Burton at:

valtasgroup.hire.trakstar.com/jobs/fk0xlg8
You may direct questions to Amy Burton at amy@valtasgroup.com or 206.718.5122 or Ed Rogan at ed@valtasgroup.com or 206.697.8428

The Training Fund is a progressive, equal-opportunity employer. All employees and potential employees are entitled to be treated respectfully and without discrimination on the basis of race, creed, color, national origin, religion, sex, sexual orientation, gender expression and identity, age, political ideology, honorably discharged veteran or military status, or disability. Employees are protected from retaliation for complaining of discrimination, opposing discrimination, and cooperating in discrimination investigations.

The Training Fund is a harassment-free workplace.

TO BE CONSIDERED

COMPENSATION & BENEFITS

LOCATION:
Must live in Washington state; schedule will be approximately 75% telework and 25% in person at office, off-site, or partner locations.

SALARY:
The annual salary range for this position is **$95,000 - $100,000**. The Training Fund offers a competitive benefits package that includes employer-paid medical, dental, and a retirement plan as well as vacation and sick leave.
ABOUT VALTAS GROUP

We are proud of our work as Interim Executive Directors, supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We lead the search process in partnership with the board and staff leadership, as consultants for recruiting and search to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. Contact us to learn about our executive interim and placement services and keep your organization moving during any transition or major change.