

Human Resources Generalist

D&G Medical Associates, PLLC

Join a Growing Healthcare Organization

Elevate Healthcare is a rapidly growing healthcare organization supporting medical providers and administrative teams across multiple Skilled Nursing and Assisted Living facilities throughout the region.

As we continue expanding our facility outreach, we are looking for an experienced, highly organized Human Resources Generalist who can take ownership of our day-to-day HR operations while helping build the systems and processes needed to support our continued growth.

This is an excellent opportunity for an HR professional who enjoys being hands-on, creating structure, improving processes, and partnering with leadership.

For the right high-performing individual, this role also offers the opportunity to grow into an HR Manager position, with the potential to build and lead an HR department as the organization continues to scale.

What You'll Do

HR Operations & ADP TotalSource

You will serve as the primary internal HR administrator and super-user for **ADP TotalSource**, overseeing the operational aspects of the employee lifecycle.

Responsibilities include:

- Manage new-hire onboarding, employee changes, terminations, and HR data entry.
- Coordinate employee leaves of absence, including FMLA.
- Assist employees with benefits-related questions and troubleshooting.
- Review, cross-check, and approve multi-site payroll information before processing through ADP.
- Coordinate workers' compensation claims, unemployment claims, and disability requests alongside our PEO.
- Maintain accurate, organized, and compliant employee records.

Healthcare Compliance & Risk Management

Healthcare HR requires attention to detail, strong documentation, and a proactive approach to compliance.

You will:

- Monitor employee and provider classifications, including W-2 and 1099 relationships.
- Help maintain compliance with wage-and-hour requirements and applicable Department of Labor regulations.
- Maintain credentialing documentation and track medical license renewals, continuing education requirements, and required exclusion-list checks.
- Maintain company policies, employee handbooks, workplace postings, and related HR documentation.
- Help ensure HR practices remain aligned with applicable Idaho and federal employment requirements.

Recruiting & Organizational Growth

As Elevate continues to expand, you will play an important role in building our workforce.

Responsibilities include:

- Manage and maintain job postings.
- Coordinate candidate screening and hiring workflows.
- Manage background screenings and reference-check processes.
- Maintain an organized recruiting pipeline for administrative employees and medical providers.
- Partner with organizational leadership to execute structured hiring and selection processes.
- Coordinate onboarding to ensure new employees are successfully integrated into Elevate's performance culture.

Employee Relations & Performance Management

You will serve as an HR resource for both employees and managers.

Responsibilities include:

- Respond to employee complaints, policy questions, accommodation requests, and FMLA inquiries.
- Support managers with day-to-day employee performance management.
- Coordinate employee performance review cycles.
- Help improve performance-management workflows, documentation, and processes.
- Partner with organizational leadership on employee development, assessments, and performance-related training.

HR Process Improvement & Reporting

We are looking for someone who doesn't simply maintain HR processes—you should want to improve them.

You will:

- Develop and standardize repeatable HR workflows and procedures.
- Identify opportunities to improve efficiency, organization, and employee experience.
- Track key HR metrics such as employee turnover, time-to-hire, and onboarding compliance.
- Provide data and insights to executive leadership to support organizational decision-making.
- Help build the HR infrastructure needed to support continued organizational growth.

What We're Looking For

Required / Preferred Experience

- **4+ years of dedicated Human Resources experience.**
- Bachelor's degree in Human Resources, Business, or a related field, or equivalent relevant experience.
- Strong understanding of employee relations and HR operations.
- Working knowledge of wage-and-hour compliance, FMLA, ADA, and W-2/1099 worker classifications.
- Strong organizational, documentation, and follow-through skills.
- Ability to manage multiple priorities in a growing organization.

Highly Preferred

- HR experience within healthcare, senior living, skilled nursing, home health, or another multi-site healthcare environment.
- Familiarity with HIPAA and OSHA requirements.
- Experience supporting a small or rapidly growing organization.
- Experience implementing HR systems, processes, and workflows.
- Experience working with a Professional Employer Organization (PEO).
- Direct experience with **ADP TotalSource**.
- **SHRM-CP or PHR certification.**

The Person Who Will Thrive Here

We are looking for an **operational doer**.

You enjoy turning complicated processes into organized systems. You value clean data, accurate documentation, clear checklists, and dependable follow-through.

You're comfortable working tactically while also recognizing opportunities to make things better.

Most importantly, you're excited about helping build the HR foundation of a growing healthcare organization—and potentially leading that function as the company continues to expand.

Compensation & Benefits

We offer a competitive compensation and benefits package, including:

- **\$64,000–\$78,000 annual salary**, based on experience.
- Comprehensive health and dental insurance.
- 401(k) matching program.
- Generous Paid Time Off (PTO).
- Professional development opportunities.
- Opportunity for advancement as the organization grows.

Ready to Grow With Us?

If you're an experienced HR professional who enjoys creating structure, supporting employees and leaders, improving processes, and helping a growing organization scale successfully, we'd like to hear from you.

Apply today to join Elevate Healthcare / D&G Medical Associates as our next Human Resources Generalist.