

Director of Employee Benefits



Transcend Your Career to a Higher Level

Oceanside, Long Island, NY. Situated on the sunny south shore of western Long Island, minutes from Jones Beach and thirty minutes from NYC, is an exceptional **Magnet®-designated** Communities Hospital focused on quality and excellence, one that celebrates professional achievement and a passion for patients . . . *South Nassau Communities Hospital.* We are an award-winning, 455-bed, acute care, not-for-profit teaching hospital located in Oceanside. Our dedicated staff serves the entire South Shore with world-class surgeons and residents, a **Newly Certified Level II Trauma Center** and baby-friendly designation.

We are currently seeking an experienced full time Benefits Director to spearhead and administer all employee health and welfare benefits programs. Reporting to the AVP of Human Resources, you will be responsible for:

- Overseeing a benefits support staff of two, ensuring staff responds to employee inquiries consistently and accurately
- Leading the Benefits Team in the day-to-day administration, planning, and development of all hospital benefits programs including
 - health insurance (self-insured/fully-insured)
 - COBRA administration
 - dental insurance
 - life insurance
 - tax deferred retirement plans 401A, 403B, 457B
 - flexible spending accounts
 - tuition reimbursement
 - family medical leaves (FMLA)
 - paid family leave (PFL)
 - leaves of absence
 - worker's compensation
 - short/long-term disability
- Ensuring all programs are administered accurately, equitably, and in compliance with organization, NYS, and Federal regulatory requirements.
- Tracking and trending related organizational statistics.
- Presenting benefit education at hospital new-hire orientation, lunch & learns, & expo.
- Participating in Hospital Safety Committee; act as HIPAA Privacy Official for healthcare plan.

We require:

- Bachelor's Degree in business or related field required; Master's preferred.

- Minimum of 5 years progressive benefits administration experience with 2 years supervisory/management experience.
- Experience in a high volume (2,000+ employee) organization; experience in a hospital or healthcare organization preferred.
- CEBS or PHR preferred.
- Working Knowledge of all Federal, State, and regulatory requirements, including HIPAA and healthcare reform legislation, ACA required.
- Proficiency in Microsoft Word, Excel, Outlook, and HRIS.
- Excellent communication, customer service, training, and public speaking skills
- Excellent organizational skills, time-management skills, analytical skills with attention to detail with the ability to work in a dynamic environment with multiple HR Priorities.

For immediate consideration, please apply *online* at: www.SouthNassauJobs.org Job # 181353

South Nassau is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. EOE M/F/D/V