



Job Description CHIEF PEOPLE OFFICER

JOB SUMMARY

The Chief People Officer (CPO) is a member of the Executive Leadership Team responsible for developing and executing an enterprise-wide people strategy that enables Ohana Pacific Health's mission, vision, and purpose.

The CPO serves as the organization's executive responsible for all aspects of human resources, organizational culture, leadership development, workforce planning, talent acquisition, employee engagement, compensation and benefits, labor and employee relations, compliance, learning and development, and organizational effectiveness. This role partners closely with executive leadership, operations, and clinical leaders to ensure OPH attracts, develops, and retains exceptional talent while fostering a culture grounded in aloha, accountability, excellence, and service.

The CPO leads the transformation of the People function from a transactional service model into a strategic business partner that supports organizational growth, operational excellence, caregiver engagement, and exceptional resident outcomes.

Performs job duties in accordance with Ohana Pacific Health (OPH) Core Values and behaviors.

SUPERVISORY DUTIES

- Recruits, employs, and retains qualified personnel to maintain appropriate staffing levels by employing qualified staff.
- Develops and complies with all requirements for the division to meet and/or exceed the regulatory requirements.
- Assists with staff recruitment to ensure that adequate staffing is maintained. Operates within the staffing model.
- Maintains appropriate staffing supervision during all operating hours.
- Ensures that only qualified personnel are hired.

ESSENTIAL DUTIES

- Serve as a trusted advisor to the CEO, Executive Leadership Team, and Board of Directors on workforce and organizational matters.
- Develop and execute an enterprise-wide People Strategy aligned with OPH's strategic plan.
- Develop strategies that strengthen leadership capability throughout the organization.
- Guide organizational design initiatives supporting growth and operational effectiveness.



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- Oversee recruitment, onboarding, workforce planning, leadership development, performance management, and succession planning.
- Develop innovative talent acquisition strategies for clinical and non-clinical positions.
- Provide executive oversight for compensation, benefits, wellness, recognition, and rewards programs.
- Develop workforce strategies addressing healthcare labor shortages and long-term staffing sustainability.
- Lead succession planning and executive talent development.
- Champion OPH's culture and values across all communities and support functions.
- Lead initiatives that improve employee engagement, retention, recognition, and belonging.
- Create career pathways and internal mobility programs to support employee growth.
- Design enterprise leadership development programs.
- Build organizational capabilities in coaching, accountability, change leadership, and performance management.
- Establish leadership competencies aligned with OPH values.
- Lead HRIS strategy, workforce analytics, reporting, and process improvement.
- Utilize market data and analytics to support compensation strategy.
- Utilize data to drive workforce decisions and organizational performance.
- Implement technology solutions that improve employee experience and operational efficiency.
- Foster a workplace that emphasizes psychological safety, accountability, collaboration, and continuous improvement.
- Ensure programs remain competitive, equitable, and financially sustainable.
- Provide strategic oversight for employee relations, investigations, conflict resolution, and labor relations activities.
- Ensure consistent application of policies and employment practices.
- Promote respectful workplace standards and high ethical conduct.
- Ensure compliance with federal, state, and local employment laws.
- Oversee HR compliance, credentialing support, policy governance, and regulatory readiness.
- Partner with Legal and Compliance on employment risk mitigation.
- Develop and manage departmental budgets.
- Balance investment in people initiatives with organizational financial performance.
- Measure return on investment for workforce programs.



OTHER DUTIES

- Enhances own professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops. Attends mandatory meetings.
- Makes recommendations to ensure “best practice”, improve efficiency and effectiveness of operations.
- Practices effective communication and interpersonal skills to enhance positive teamwork and relationships both internally and externally.
- Willingly performs other duties as assigned or requested.

QUALIFICATIONS/REQUIREMENTS

Education

- Master's degree in Human Resources, Business Administration, Organizational Development, or a related field is highly preferred; an equivalent combination of relevant skills, knowledge, and professional experience may be considered in lieu of an advanced degree.

Licensure/Certifications

- Current medical/health screening including 2 step TB clearance.
- SHRM-SCP, SPHR, or equivalent senior-level HR certification

Experience

- Minimum 15 years of progressive human resources leadership experience.
- At least 7 years in a senior executive-level HR leadership role.
- Demonstrated experience leading complex organizations through growth, transformation, and workforce challenges.
- Experience partnering directly with executive leadership and governing boards
- Experience supporting multi-site operations.
- Demonstrated success leading organizational transformation and culture initiatives

Required skills, knowledge, and abilities

- Comprehensive knowledge of human resources disciplines, employment law, organizational development, and workforce strategy.
- Strong business acumen and financial understanding.
- Proven ability to influence and collaborate with senior leaders.
- Exceptional communication, leadership, and relationship-building skills.
- Strong analytical and decision-making capabilities.



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- Excellent command of English, both written and verbal. Strong and effective communication skills.
- Ability to maintain accurate records.

Mental Requirements

- Function independently, have flexibility, maturity, and personal integrity.
- Ability to work with constant diversions and interruptions while paying attention to detail, to prioritize multiple and sometimes conflicting assignments, projects, and requests.
- Possess time management, reasoning, analytical thinking, and organizational skills.
- Must deal tactfully with employees, residents, and visitors.

Physical Requirements

- Is subject to injury from falls, burns from equipment, odors, dust, reactions to chemicals and air contaminants.
- Must be able to move intermittently throughout the workday.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- May be necessary to assist in the evacuation of residents during emergency situations.

Other Requirements

- Self-motivating; must understand and enforce safety and health requirements of the workplace.
- Work hours may exceed 8 hours per day, include weekends, evenings, holidays.
- Subject to call-back during emergencies.
- May be involved in community activities.
- Well-groomed professional appearance and demeanor.
- Must be able to cope with the mental and emotional stress of the position.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with other personnel.



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Work Environment

- Well-lit, air-conditioned activity area of community; noise level is moderate.
- Works in office areas as well as throughout the community and its premises.
- May be subject to the handling of and exposure to hazardous chemicals and infectious waste.
- Is subject to frequent interruptions.
- Is subject to hostile and emotionally upset residents, family members, visitors, etc.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.

EEO/AAP/VET

Ohana Pacific Health is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances.

Target Annual Salary: \$220,000 - \$250,000

For detailed information, please visit www.inkinen.com/featured-opportunities/oph-cpo