Human Resource Director

Job Description

Reports to: Executive Director

**JOB SUMMARY:** The Human Resource Director is responsible for assisting with all personnel clerical and administrative duties, as directed by the Executive Director. Responsibilities include recruiting, interviewing/screening candidates, issuing and tracking training, creating, maintaining, and tracking resident and employee files and accompanying documents. This position also assists with hiring, benefits administration and other duties involved in staffing and scheduling.

**PRIMARY RESPONSIBILITIES:**

*Personnel*

1. Assist Executive Director and other department supervisors with the recruiting and hiring process by:
   - Screening applicants
   - Arranging interviews
   - Completing reference checks
   - Completing criminal background checks (if applicable)
   - Completing “pre-employment” drug test (if applicable)
   - Providing applicant with job description and pre-service training requirements
   - Completing new hire paperwork and other complementary tasks
   - Sending regret letters
2. Create and maintain personnel records, including employee files, time clock records, Vigilan tracking system, and aQuire training verification.
3. Track employee data as needed, i.e. training, certification, licenses, permits, attendance, etc
4. Assign and track employee education and training requirements. Conduct “on-site” portion of the New Hire Employee orientation training, assign locker, keys, nametags.
5. Assign, track and assure compliance with all aQuire pre-hire and position specific orientation training.
6. Assist the Executive Director in the termination process, including collecting company property, uniforms and escorting the employee off the premises.
7. Review employee timekeeping records against the schedule for accuracy.
8. Oversee OSHA compliance procedures including managing employee L&I claims, return-to-work duties, records and OSHA 300 Log.
9. Arrange monthly safety meetings, take minutes and delegate department safety inspections.

*Administrative*

1. Possess and maintain knowledge of the community, its benefits, services, residents, families and employees.
2. Schedule meetings and prepare correspondence as necessary and directed by Executive Director, i.e. resident care conferences.
3. Maintain an organized and neat office area, including records. Purge records and store neatly per company guidelines.
4. Develop knowledge of community policies, procedures and state/federal regulations pertaining to personnel.
5. Notify supervisor of any concerns or questions presented by employees or residents.
6. Provide support with incoming calls, in a warm, pleasant, and professional manner. Take detailed messages when appropriate.
7. Greet all visitors, residents, family members, and employees in a warm and helpful manner.
8. Carry out other duties as assigned by supervisor.

**QUALIFICATIONS/SPECIFICATIONS:**
1. Genuine concern for and ability to work with the elderly.
2. Ability to manage and prioritize a large, complex workload within deadlines.
3. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with employees, residents, and family members, etc.
4. Ability to make sound decisions when faced with ambiguous situations and to function effectively despite conflicting information.
5. Professional telephone answering skills.
6. Intermediate computer skills with knowledge of: Microsoft Office software (Word, Outlook and Excel).
7. Must be able to utilize standard precaution knowledge and infection control measures where required.
8. Ability to work with superiors and within the parameters of corporate policies and procedures.
9. Ability to keep information regarding residents and staff confidential per H.I.P.P.A regulations.

**EDUCATION:**
Minimal high school graduate, preferred two years of college education specializing in business management or human resources.

**EXPERIENCE:**
Candidate must have at least one year of business office manager or staffing experience. Experience working with the elderly is preferable.

**PHYSICAL JOB REQUIREMENTS:**
In a typical eight hour day, employee will:

- Stand/walk frequently, punctuated by opportunities to sit.
- Sit frequently, up to 3-4 hours at a time, punctuated by varying intervals to stand.
- Constantly
  - Lift <5#
  - Carry <5#
  - Push/pull <5#
- Frequent
  - Lift <10#
  - Carry <10#
  - Push/pull <10#
- Occasional
  - Lift ≥15#
  - Carry ≥15#
  - Push/pull ≥20#
- Rarely
  - Lift ≥30#
  - Carry ≥30#
  - Push/pull ≥50#

- Frequently kneel, bend, and reach while filing paperwork for items <10#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Vision-must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Speech/language- must have strong command of the English language sufficient to read and write and interpret medical and administrative information.
- Bloodborne exposure category: Low
Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

Applicant’s/Employee’s Signature ______________________________ Date ______________________________