



Grace Senior Services, Inc.

Job Description

Position: Human Resource Director

Responsible to: Director of Operations, Administrator of Grace Senior Services, Inc.

Scope of Position: Oversee and implement various entities of Human Resources related programs. Handling employee benefits, the hiring and separation of employees, job reference checks, job offers, orientation and the development and changes in personnel policies and procedures. Any other office related tasks as assigned.

Qualifications:

- a. **Education:** College degree in human resources, personnel administration, business administration, education, communication, or related social science field.
- b. **Experience/Skills:**
 1. Previous experience in handling employee benefits questions or recruiting, interviewing, and hiring new personnel.
 2. Leadership and management skills consistent with the scope of this position.
 3. Ethical conflict resolution skills.
 4. Alertness, judgment, initiative, and mathematical ability.
 5. Ability to operate a motor vehicle.
 6. Basic computer skills.
 7. Considerable knowledge of principles and practices of personnel administration.
- c. **Ability to communicate effectively in writing as well as verbally.**
- d. **Positive, caring attitude and ability to work well with others.**

Responsibilities of this position (Job Specific):

1. Willing to work regular hours.
2. Keep accurate personnel & training files of all employees.
3. Develop, implement, update personnel handbook, job descriptions, physical job demand sheets, compensation of benefits, employee relations, health and safety committee, and any other pertinent personnel forms.
4. Develop plans for staffing needs.
5. Responsible for interviewing, hiring, orientation, termination, and disciplinary actions of all employees.
6. Participate in the Development of company policies, procedures, goals, objectives, annual budget in regards to personnel.

7. Update and maintain current State and Federal employee personnel posters.
8. Meet requirements and keep abreast of current Federal and State regulations as they relate to personnel records including posting of current personnel posters.
9. Keep informed about equal employment opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act.
10. Relate well and develop trusting relationships with the professional and lay community.
11. Represent and promote the facility events and events held in our community and in area.
12. Maintain professional growth and development through seminars, conferences and professional affiliations.
13. Keep computer system updated with current licensure and personnel information.
14. Monitor personnel with re-certifications in areas related to health care field, including assisting in the development of employee yearly training requirements.
15. Must be able to perform diverse tasks.
16. Complete any other office related tasks as assigned by Director of Operations or Administrator.
17. Assist in the survey process by the Department of Health and State of Minnesota in regards to HR department issues.
18. This position requires a 4 week resignation notice.

General Expectations (All Employee Expectations):

1. In-services/meetings
 - a. Attend all mandatory staff meetings, departmental and interdepartmental in-services as required.
2. Infection Control
 - a. Demonstrate knowledge of infection control throughout the facility.
 - b. Demonstrate and use Universal Precautions in accordance with established procedures.
 - c. Report all exposures in accordance with OSHA and Grace Senior Services, Inc. policies and procedures.
 - d.
3. Safety
 - a. Is knowledgeable of, observes and follows all safety rules and regulations of the facility.
 - b. Report injuries/accidents as soon as they occur.
 - c. Respond appropriately to safety conditions, fire drills, and emergency situations.
 - d. Recognize and eliminate safety hazards and reports equipment that is not working properly to the appropriate department.
 - e. Follow established guidelines when using equipment, supplies and chemicals.
 - f. Uses good body mechanics and assistive devices when appropriate.
4. Dress Code
 - a. Follow dress code appropriate to position per Grace Senior Services, Inc. policy.
 - b. Wear nametag at all times and maintain excellent personal hygiene and grooming.

5. Smoking
 - a. Follow Grace Senior Services, Inc. policy guidelines regarding smoking in designated areas.
6. Breaks
 - a. Comply with departmental policy within established Grace Senior Services, Inc. guidelines.
7. Cell Phone: Follow policy according to position.
8. Attendance
 - a. Utilize reliable transportation to ensure timely arrival for each scheduled shift.
 - b. Provide proper notice of tardiness and absences accordingly.
 - c. Maintains a level of attendance that meets or exceeds the definition of satisfactory attendance illustrated in Grace Senior Services, Inc. employee policy.
9. Respect resident rights and maintains strict confidentiality regarding residents and their protected personal information in accordance with HIPAA guidelines.
10. Must be free of active, contagious diseases, i.e. tuberculosis, etc.
11. Receive a “not disqualified” criminal background result from the Minnesota Department of Human Services.

This Job Description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management personnel.

Management reserves the right to change job responsibilities, expectations or hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.

This position is at-will, which means the employee can terminate the position at any time. It also means that Grace Senior Services, Inc. can terminate the position at any time with or without notice or cause.

I have read this Job Description and understand the qualifications and requirements. I agree to accept the responsibilities and duties as outlined, and to the best of my knowledge and ability, I believe that I can perform the essential functions of this position with or without reasonable accommodation.

Employee

Date

Department Manager/Designee, Title

Date