



## Job Description

<b><u>Program:</u></b>	A Child's Haven	<b><u>Job Title:</u></b>	Human Resources Manager
<b><u>Reports to:</u></b>	Executive Director	<b><u>Department:</u></b>	Administration
<b><u>Status:</u></b>	Exempt	<b><u>Date:</u></b>	November 2018

A Child's Haven treats children with developmental delays as a result of limited resources, abuse, or neglect, and provides support and education for their families. We do this in three ways, onsite therapeutic childcare, weekly home visitation and parent education. ACH is located 15 minutes outside of downtown Greenville, SC in the Berea Community.

### **Guiding Principles – We value:**

- o Children and families and believe that they deserve a staff, board, and community dedicated to helping them succeed.
- o Financial sustainability and believe that we should be responsible stewards of all of our resources.
- o Our employees and believe that their teamwork, commitment, and passion are essential to creating a positive environment where the children and organization thrive.
- o Measurable outcomes and believe that they allow us to evaluate the effectiveness of our services
- o Integrity and believe that it is the basis of a trusting relationship with our children, families, and community
- o Community relationships and believe that fulfilling our mission is dependent on the goodwill and support of individuals, organizations, and our community at large.

**GENERAL DESCRIPTION:** The Human Resource Manager will plan, direct and coordinate all human resource aspects of the organization. The Human Resources Manager will lead Human Resource practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, goal attainment and the recruitment and ongoing development of a superior workforce.

### **ESSENTIAL FUNCTIONS:**

#### **ADMINISTRATION:**

- Establish and direct the strategic long-term goals, policies and procedures for the Human Resources Department.
- Annually, review and update the employee handbook.
- Serve as a point-of-contact for audits of personnel files from outside agencies
- Inform the Executive Director of all employee matters and concerns.
- Research and develop processes that create timely and efficient workflow, to include the implementation of the Kronos Human Resource Information System.
- Establish uniform correspondence procedures and style practices.
- Formulate procedures for systematic retention, protection, retrieval, transfer and disposal of records.

- Formulate, define, and interpret HR goals and objectives to the HR Staff and HR Intern(s).
- Maintain an employee database to facilitate the preparation of legal, statistical and information reports.

#### **PERSONNEL:**

- Facilitate all employee transitions (new hire, exit interview and coordinates and ensure employee Orientation occur, making sure all paperwork is compliant and documented.
- Responsible for all HR related deadlines, to include maintaining of employee training, to include meeting 90-day and employee anniversary deadline.
- Review, and update position job descriptions and recruit for new positions
- Ensure agency adheres to all appropriate Federal and State posting notices and HR requirements from various licensing entities (DSS, DHHS, CARF, and LogistiCare).
- Handles employee grievance hearing requests and EEOC filings.
- Conducting training sessions for supervisors and employees on current and relevant topics for ACH.
- Oversee employee personnel files and review to ensure completeness, accuracy, and timeliness of information filing.
- Leads the effort to ensure informal and formal performance management.
- Maintain compensation program, complete with salary grades, ranges and current job descriptions, including market surveys.
- Lead the Organizational Culture Committee. Maintain employee relations programs, complete with timely communication, Service Awards programs, certificates, and open door for conflict resolution.
- Support all employees as it relates to ACH policies and federal and state law.
- Oversee the Kronos payroll and HRIS system.
- Makes recommendations for employee recognition and appreciation activities.
- Oversees all payroll processing, to include, processes of lien and garnishment notices, ensuring that each party receives the correct paperwork and that deduction codes are entered in payroll system.

#### **RECRUITING:**

- Responsible for the creation of the job description, interview and hiring process ACH applicants.
- Create formal offer letters.
- Responsible Center-wide with filling positions and developing recruitment strategies.
- Prepare internal and external announcements of job openings.
- Develop and utilize a range of recruitment sources, including community-based organizations, Internet websites, print advertising and job fairs to attract the best applicants.
- Screen applications and resumes for appropriate candidates for interview.

#### **BENEFITS & WORKERS COMPENSATION PROGRAM:**

- Health Insurance is reviewed annually, individual is responsible for ensuring that the new plan is implemented a timely manner.
- Review all enrollments on a monthly basis and terminate benefits for employees who leave and handle COBRA requirements.
- Ensure proper deductions are entered into payroll for employee contribution and for dependent care coverage.
- Verify Short Term Disability enrollments, including biweekly rate of pay and proper biweekly deductions.
- Work with representatives during open enrollment to assure that all employees have

access to benefits.

- Maintains a good understanding of ACH's 401K Retirement Plan and assists employees with application process.
- Make timely reports to the workers compensation adjusters of all workplace injuries
- Maintain an active file and follow up for current status of injured workers
- Communicate with ACH's Third Party Administrator regarding status of injured employees
- Prepares earning statements and other documentation required by ACH's Third Party Administrator.
- Communicate and enforce the medical instructions for injured workers returning to the workplace with restrictions.

#### **OTHER:**

- Oversee the internship process to ensure compliance and due diligence.
- Assists the Development Department with personnel information that supports The United Way Campaign and other fundraisers.
- Contribute to monthly ACH newsletter.
- Assist with general IT tasks, such as setting and tracking passwords and light troubleshooting on electronic devices.
- Serves as a liaison to the outsourced IT Company.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or College equivalent in Human Resources.
- Minimum 5 years' experience in Human Resources Management
- PHR and/or other SHRM Certifications are a plus.
- Must have supervisory/management skills, excellent written, verbal communication and interpersonal skills.
- At least one year experience recruiting, researching, interviewing, screening and referring job candidates.
- Experience in healthcare, developmental disabilities, long term care industries, or non-profit, preferred.
- Advertising/Marketing/Creative recruitment skills with the ability to take a strategic approach.
- Personable manner in interacting with staff, individuals we serve, applicants and in greeting visitors and/or answering telephones.
- Proficiency in Microsoft office programs (Excel, Word, PowerPoint, etc.)
- Ability to proofread carefully and give close attention to detail.
- Knowledge in Kronos is a plus.
- Previous payroll experience, preferred

##### **SPECIAL POSITION REQUIREMENTS**

- Must pass all required background checks and have a good driving record.

##### **ESSENTIAL PHYSICAL SKILLS:**

- Must be able to remain in a stationary position greater than 50% of the time.
- Needs to move about inside office to access file cabinets, office machines, etc.
- Constantly operates a computer and other office productivity machinery, such as copier, printer.

**ENVIRONMENTAL CONDITIONS:**

- Office
- Offsite: Travel to job fairs

**SCHEDULE:**

- Monday -Friday 8:30 am to 5pm.

**COMPENSATION:**

- \$40,000 - \$50,000, Depending on Experience
- Benefits

If interested, forward resume to [hr@achildshaven.org](mailto:hr@achildshaven.org) for consideration.

For more information about A Child's Haven, visit [www.achildshaven.org](http://www.achildshaven.org) .