

LB Homes

Human Resources Manager

Department: Human Resources

FLSA Status: Non-Exempt

Grade/Level:

Work Schedule:

Normal business hours and as needed to meet organization's needs.

Job Status: Full Time

Reports To: Administrator/Director

Amount of Travel Required: 2-5%

Positions Supervised:

None

POSITION SUMMARY

Provide HR services and implement policies and related programs for the organization.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Develops, updates and implements policies, procedures and systems relating to Human Resources for the organization.
- Assures completion and submission of required government reports and documentation of compliance with employment regulations.
- Participates in development of services within the organization.
- Participates in communication within the community and educational institutions regarding employment opportunities with the organization.
- Recruits staff to meet organization and departmental needs.
- Implements and oversees employee performance management and improvement systems.
- Schedules and performs initial applicant interviews.
- Initiates employment as directed by department managers.
- Schedules and performs employee orientation in cooperation with department managers.
- Schedules and participates in ongoing staff development and training.
- Promotes and participates in matters of employee relations.
- Assists with benefit management in cooperation with the business manager.
- Participates in committees as assigned within the organization.
- Promotes employee safety, welfare, wellness and health.
- Documents and communicates with the worker's compensation provider and OSHA regarding employee accidents and injuries.
- Provides annual training in addition to new hire orientation re: Reporting Reasonable Suspicion of a Crime in a LTC Facility

POSITION QUALIFICATIONS

Competency Statement(s)

- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.

SKILLS & ABILITIES

Education : Associate's Degree (two year college or technical school)

Experience : Six months to one year related experience

Computer Skills

Proficient in use of Excel and Word.

Certificates & Licenses

HR certification preferred (or willingness to obtain).

Other Requirements

Human Resources education completion and Healthcare Human Resources work experience preferred.

PHYSICAL DEMANDS

Physical Demands

		Lift/Carry	
Stand	N (Not Applicable)	10 lbs or less	O (Occasionally)
Walk	N (Not Applicable)	11-20 lbs	N (Not Applicable)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near)

Sense of Sound (spoken word)

Sense of Touch

WORK ENVIRONMENT

Varied office and work areas within a healthcare organization and varied recruiting venues within the community.

Prepared by: _____ Date: _____
Approval Signature: _____ Date: _____
Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.