

Human Resources Manager

Classification:	Exempt
Salary Type/Range:	Salary
Reports to:	Chief Executive Officer
Location:	Milton-Freewater

Job Description

Objective

This position performs duties at the professional level, providing support to staff and management in the organization. This position carries out responsibilities including but not limited to the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment, safety, affirmative action and employment law compliance. Oversees and/or is actively involved in establishing Human Resources Department goals, policies and procedures and programs. Ensures company policies, procedures and practices adhere to all applicable government regulations. And works proactively with the HR team, organization leadership and key stakeholders to provide high level HR leadership, programs and services.

Leadership Standards

1. Communicate appropriately with supervisor, co-workers, residents, family members, customers and the public treating all people with dignity and respond, role modeling the treatment of all people with warmth, empathy and genuineness with respect and sensitivity for their privacy, rights, culture, ethnic, religious and lifestyle differences.
2. Represent the Company professionally, conducting oneself in a manner that demonstrates a full awareness of role as a Horizon Project representative to co-workers, residents, family members, customers, business partners and the public.
3. Respond to internal and external customers in a timely and proactive manner, understanding that the customers include individuals who are our clients, family members, employees, volunteers, business partners, members of the community etc.
4. Prioritize emails, voice mails and organize schedules so that residents and family members receive responses and services in a timely manner.
5. Provide a dependable method of contact and is quickly responsive when contacted
6. Be dependable in remembering meetings, arriving on time or notifying people of inability to do so.
7. Demonstrate a sense of urgency and ability to prioritize, reliably using good judgment.
8. Be willing to try new things and learn from mistakes.
9. Reliably distinguish between decisions that can be made independently from those requiring team or Director input.
10. Consistently disseminate relevant information about corporate decisions in a detailed and positive manner.
11. Advocate for large scale goals and objectives that benefit the corporation rather any specific member or location exclusively.
12. Work to implement team decisions and supports team members regardless of personal differences
13. Assume positive intent on the part of others.
14. Accept responsibility for own actions and communications, acknowledging interpersonal and program feedback thoughtfully.
15. Speak, write, listen and manage meetings and other activities involving staff, partners and clients, communicating in a clear and relevant manner while maintaining a professional approach and demeanor in all situations.
16. Demonstrate mindfulness of leadership role in workplace interactions while maintaining an awareness of the strengths and needs of others.
17. Provide a trusting atmosphere which encourages creativity and teamwork among staff and peers.
18. Actively invest in the success of employees supervised, motivating work group and building a team commitment to identified objectives through active supervision, feedback and mentoring.

19. Encourage staff involvement and input in decisions, plans and problem-solving activities, as is appropriate depending on the circumstances.
20. Provide fair dealing with employees, promoting trust and actions that lead to increased morale.
21. Demonstrate good judgment and appropriate boundaries
22. Encourage and facilitate constructive resolution of conflict
23. Foster and support a diverse workforce and environment, taking a proactive stance on issues related to ethnicity, sexual orientation, gender or disabilities.

Essential Responsibilities and Duties

Performance Standards

- Works independently on routine assignments and seeks guidance on newly assigned or unfamiliar tasks.
- Follows through on assigned tasks and completes all planned activities.
- Accepts and applies job-related feedback from management.
- Keeps work area organized such that computerized information and all physical records can be located and accessed as needed.
- Maintains thorough and complete HRIS, ERISA, BOLI, OSHA, FMLA/OFLA, personnel and other records.
- Follows and provides guidance as needed on employment policies and procedures.

Job Functions

- Helps to develop and update policies and procedures as needed. Responds to inquiries regarding policies, procedures, and programs. Is responsible for supporting, educating and enforcing company policies and procedures.
- Maintains employee and applicant documentation as dictated by governing agencies.
- Oversees processes for and assists Managers as appropriate to ensure completion of employee performance reviews, performance improvement plans, and disciplinary actions.
- Provides counsel and guidance on employment law and best practices to managers regarding employee disciplinary actions.
- Maintains and processes unemployment claims in a timely, efficient manner. Participates in unemployment hearings when necessary.
- Assists with recruitment tasks as needed (screens applications for qualifications, provides input for interviews, participates in interviews if requested, verifies references).
- Acts as an employee relations specialist. Measures employee engagement and works with leadership on strategies and plans to continually strengthen and/or improve employee engagement. Interacts with employees and teams to build relationships, learn the business and understand issues.
- Maintains employee personnel files.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
- Reports, maintains and monitors workers' compensation case files; follows-up on open cases.
- Monitors employee eligibility for benefits plans. Reviews benefits with employees and processes enrollment, cancellation or changes. Organizes and manages annual open enrollment communications and election process. Maintains and distributes list of new and cancelled employees under each benefit plan. Verifies benefit billing accuracy and processes for payment.
- Administers COBRA for group health plans.
- Serves as organization's Safety Officer and oversees Safety Program.
- Complies with OSHA requirements to maintain accurate records and posts OSHA 300 annually.
- Conducts pre-employment intake for all new employees.
- Oversees grievance process and works with CEO to ensure legal compliance, through documentation and timely response
- Responds promptly to Protective Services Investigation requests and maintains files.
- Other duties, as assigned.

Qualifications

- Must have the ability to:
 - Read, comprehend, interpret, and apply procedures and directions, take initiative, and follow through on all assigned responsibilities.
 - Ensure accuracy in entering data, conveying information, completing forms, etc.
 - Clearly, calmly, and effectively communicate verbally and in writing with all levels of staff.
 - Maintain confidentiality in all situations and share only as legally appropriate.
 - Organize documentation and files, including policy and procedural documentation and all updates.
 - Multitask while maintaining accuracy.
- Must have intermediate to advanced computer and time management skills.
- Extensive knowledge of and experience with laws and regulations impacting employment preferred.
- Bachelor's Degree in Human Resources or equivalent experience required; Masters Degree preferred.
- Current certification in Human Resources (PHR, SHRM-CP) and experience managing HR staff preferred.

Work Schedule

The normal work schedule is Monday – Friday 8 am to 4 pm, but may vary due to special assignments. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Physical Demands

This position requires extensive computer and paperwork processing and will require long periods of standing or sitting to accomplish these tasks. Position may also be required to stoop, bend, crawl, lift, and climb in response to daily operational needs. It requires the ability to read, comprehend, interpret, and disseminate detailed information including policies and procedures. Lifting up to 30 pounds may be required to assist in moving boxes of forms, documents, or records.

Work Environment

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Employees are required to attend staff meetings and any other training as assigned. Position is encouraged to maintain a current CPR/First Aid/BBP certification to be able to assist in a health-related emergency.

Adherence to Horizon Code of Conduct and Leadership Standards is required.

Acknowledgement

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____