

Job Description

Title:	Human Resources Specialist
Department:	Program Services
Exempt Status:	Exempt
Pay Status:	Salaried
Immediate Supervisor:	Administrator
Immediate Subordinates:	Volunteers
Primary Location of Work:	Saint John's Administration Building
Client:	
Typical Workweek:	40 hr. Monday through Friday
Approval Authority:	Administrator
Reviewing Authority:	Policy & Personnel Committee of the Board of Directors

Overall Purpose of the Job:

The overall purpose of this job is to directly and strategically provide human resources leadership and services including but not limited to recruitment, selection, retention, legal compliance, benefits, compensation, employee relations, employment practices and procedures, workers' compensation, FMLA, ADA, employee communications and events, training coordination, and related services for MHCO while ensuring that the mission of providing quality services to all clients is conducted according to MHCO policies and procedures and in accordance with existing laws.

Major Functions for which the Employee has Direct Responsibility:

1. Human Resources

40% of time

A. Supervisory Duties

- 1) Develop and maintain Human Resources Department in accordance with best practices.
- 2) Develop and maintain Human Resources Policies and Procedures which conform to current and changing laws, practices, and best practices.
- 3) Develop, maintain, and implement employment recruitment, selection, onboarding, and retention practices to ensure a qualified and developing workforce team.
- 4) Lead and support employment related communication.
- 5) Provide advocacy for all employees, including counsel to all MHCO parties regarding HR legalities, MHCO employment practices and procedures, and best practices.

B. Operative Duties

- 1) Has primary responsibility for recruiting qualified personnel for employment.

- 2) Arranges for visits, interviews, and proper screenings that meet federal, state, local and accreditation requirements for all job applicants.
- 3) Represents MHCO in all matters related to human resources including recordkeeping and maintaining legal employment conditions.
- 4) Supports enrollment of employees in health insurance plan, 401k plan, and other benefits as appropriate.
- 5) Provides and coordinates orientation and in-service training for all new employees.
- 6) Communicates with all employees regarding employment related items, including but not limited to updates to policies and procedures, employee newsletter, employment memos, calendar updates and notices, outlook reminders to supervisor and employees and regarding HR events and tasks.
- 7) Maintains and ensures employee personnel files and HR Database system are accurate, complete, and current regarding all MHCO policies and procedures and all legal, licensing, and accreditation requirements.

2. Training and Professional Development

35% of time

A. Supervisory Duties

- 1) Prepares, through consultation with Program Director and Program Coordinator, the Annual Training Plan and coordinates the implementation of that plan.
- 2) Ensures that MHCO personnel are properly trained, during orientation, on all matters related to personnel files and records and other administrative tasks.
- 3) Ensures MHCO personnel are properly provided ongoing development training in accordance with all MHCO, licensing, and accreditation expectations.
- 4) Ensures all training documentation is completed, current, and recorded in employee personnel files, various reports to reviewing organizations, and in HR Database system.

B. Operative Duties

- 1) Assumes the primary role in conducting orientation training. Coordinates and facilitates trainings as required by Policies and Procedures or requested by Program Director and Program Coordinator.
- 2) Develops or networks training as needed to meet specific topics at MHCO.
- 3) Ensures that employees, volunteers, and interns are properly trained during orientation prior to assuming duties.
- 4) Assists supervisors to ensure that the employees remain properly trained during their tenure (in-service training, higher education courses, personal counseling, assigned readings, etc.)
- 5) Provides support and leadership during classroom training for in-service and professional development.
- 6) Completes and ensures all training documentation is recorded and filed.

3. Assists and Supports the PQI efforts of MHCO's Programs and Services

15% of time

A. Supervisory Duties

- 1) Ensures PQI efforts related to Human Resources are being planned, instituted, and reviewed on a regular basis and in coordination with Department Heads.
- 2) Strategically recommends, develops, and reviews initiatives related to employee feedback as possible and approved regarding Staff Advisory Council recommendations, Employee Survey Feedback, Exit Interviews, grievances, and informal employee feedback.
- 3) Strategically recommends, develops, implements, and reviews team building and morale enhancing activities, events, and practices for teams and all staff.

B. Operative Duties

- 1) Coordinates with Department Heads, Program Director, and Supervisors to ensure that they receive adequate training and supervision in performance and quality improvement and risk management.
- 2) Assists PQI Director to ensure compliance with accreditation and licensing standards.
- 3) Participates as a full member of the Performance and Quality Improvement Core Group.
- 4) Assist PQI Director in ensuring the Annual Plan, PQI plan and Administrative Vitae are being followed according to schedule.
- 5) Participates as a member of PQI Core Group, PQI Committee, Risk Management Team Committee, Department Head meetings, Administrative Team, Board Policy and Personnel Committee, and other such meetings that may be required for the smooth and orderly conduct of MHCO business.
- 6) Assist PQI Director in ensuring accreditation and re-accreditation standards are met and that reports to the council are submitted accurately and in a timely manner.
- 7) Coordinates and implements team building activities and events.
- 8) Has primary oversight responsibility for ensuring that all personnel records and files are reviewed for quality assurance standards.

4. Professional Development

5% of time

A. Operative Duties

- 1) Shares in the responsibility of teaching required trainings as stated in MHCO Policies and Procedures.
- 2) Maintains educational qualification and professional certification training relevant to the position.
- 3) Maintains credentials and professional association membership relevant to the position.
- 4) Maintains a high degree of professional education and training to ensure the highest level of best practice with regards to job duties and expectations.

5. Serves as a Representative of MHCO to the Community

5% of time

A. Supervisory Duties

- 1) Represents MHCO in matters involving Human Resources.
- 2) Provides and coordinates supervision to assigned volunteers and volunteer groups during on-campus activities.

B. Operative Duties

- 1) Participates as a representative of MHCO by being an active member of Community Communications Committee and Granville County HR Group.
- 2) Participates as needed as a representative of MHCO by making presentations to various groups.

Person Specification

Position: Human Resources Specialist

Prerequisite Qualification, Education, Experience, or Certification:

It is recommended that the person occupying this position have a Bachelor’s degree in a human resource field, business administration, or related degree, have 3-5 years of relevant work experience, be eligible for certification or certified as a SPHR or PHR preferred or obtain within two years of employment, and be willing to actively pursue continuing education to maintain/increase job knowledge.

Major Function or Responsibility

Required Qualification, Education, or Certification

Provides Human Resources Management	At least an undergraduate degree and appropriate training in human relations. Skills and resources in legal matters related to employment practices.
Provides Training Planning/Implementation/Coordination	Ability to plan, schedule, organize, and coordinate required training.
Assists the PQI and Risk Management efforts of MHCO.	Additional/expert training in accreditation and licensing standards and compliance.
Functions as an Integral Part of the Team	Personal communication skills that allow for compromise and negotiation to permit reaching consensus. Human relations skills that allow for participation in group decision-making and presenting the group decision as determined.
Professional Development	Ability to teach job related subjects. Ability to development training curriculum.
Represents Agency to Community	Thorough knowledge of all the Agency programs and services. Thorough knowledge of Agency policies and procedures. A working knowledge of the mission and functions of the Agency. Ability to speak well in public to groups and individuals in support of the Agency.

Employee’s Signature

Date

Supervisor’s Signature

Date