



MISSION

Christian Care Communities enhances the journey of life for Older Adults.

VISION

Christian Care Communities’ vision is a society that values and serves people of all ages.

PART I: POSITION IDENTIFICATION

Human Resources Manager

Job Code:	18151
Location:	Louisville
Department:	766 General Admin
Direct Supervisor:	Executive Director
Effective Date:	February 2009
Revision Date:	November 2018

PART II: POSITION SUMMARY

The Human Resources Manager is responsible for the overall direction of human resources services and advisor to facilities of the organization on such matters including but not limited to, training, recruitment and employment activities, employee relations, and classification/compensation efforts while maintaining compliance with all applicable laws, regulatory and organizational standards.

PART III: POSITION REQUIREMENTS

Required Education: Bachelor’s degree from a 4-year college or university

Required Experience: 5 years’ professional human resources experience; 2 years’ experience in training and development

Preferred Experience: Nonprofit; senior living or long term care sector

Business travel is a requirement of position; proof of valid driver’s license with a clean driving record

If personal vehicle is used to transport self or others; proof of insurance of \$100,000 single limit of liability

Skills, Abilities and Knowledge

1. Excellent communication skills to include:
 - a. Ability to speak and read English
 - b. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
 - c. Ability to write routine reports and correspondence
 - d. Ability to speak effectively before groups of employees, organizations and others
 - e. Ability to communicate effectively with all levels of staff
2. Working knowledge of various software programs such as Microsoft Office products including, Word, PowerPoint, and Excel

PART IV: ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The incumbent performs job responsibilities without posing a significant risk of substantial harm to the health or safety of him/her or others while maintaining compliance with all policies and procedures of Christian Care Communities and within the parameters of the Organization's mission, vision, and values.

**Supervises the activities of the Payroll/AP Specialist and Receptionist (Effective January 1, 2018)*

1. Assists Administrator / department heads directly with human resources matters and employee communications and notifications
2. Assists in the recruiting and hiring process by utilizing the Applicant Tracking System (iCIMS), coordinating job postings, reviewing resumes and applications, performing telephone interviews and reference checks
3. Conducts background checks and other post offer screenings on job applicants
4. Coordinates new hire orientation working with hiring managers to onboard newly hired employees
5. Initiates requests for enrollment in various systems associated with the new hire's position through VCPI and deactivates the same at separation
6. Enters new hire information into Relias (online training system).
7. Coordinates Performance Appraisal process by distributing forms to Supervisors/Managers and following up to assure completion on a timely basis
8. Verifies I-9 documentation
9. Coordinates Drug Free Workplace policies
10. Processes and administers all claims related to workers' compensation and unemployment
11. Maintains and coordinates employee recognition programs [WE CARE]

Benefits

12. Assists employees regarding benefit claim issues and plan changes
13. Distributes all benefit enrollment materials to eligible employees.
14. Responds to benefit inquiries from managers and employees on plan provisions, benefit enrollments, status changes and other general inquiries
15. Processes and administers all leave of absence requests, disability paperwork: medical, personal, disability, FMLA
16. Assists the PSC benefits team during the open enrollment period

PART V: PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Specific communication abilities required by this job include the ability to talk and hear in order to converse with others, discern, convey, express oneself, and exchange information

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

1. The noise level in the work environment is usually moderate; lighting is in the standard range for office duties; business equipment is regularly operated (computer, copier, fax, printer, postage meter, land line and mobile phones, etc.).
2. The employee is subject to falls, burns from equipment, odors, and exposure to the infectious waste, diseases and conditions, including the AIDS and Hepatitis B and C viruses; *and normal road hazards associated with driving.*

PART VI: “W.E. C.A.R.E.” VALUES

Christian Care Communities is a values’ driven organization with six (6) core values. All staff members are expected to successfully meet the following non-negotiable Core Values Standards of Performance which will be used to measure overall work performance:

- 1. Work with compassion for Older Adults and their families:**
 - a. Listen carefully
 - b. Professional and pleasant interaction
 - c. Practice patience and gentleness

- 2. Embrace aging as a valued part of life:**
 - a. Encourage and respect individuality
 - b. Be humble and accepting
 - c. Compassionately engaged

- 3. Care for the physical, mental, emotional and spiritual well-being of those we serve and those who serve with us:**
 - a. Provide exceptional care with kindness and humility
 - b. Know your residents and colleagues – their important occasions and crises
 - c. Care about wellness and healthy lifestyles, and both set an example personally, as well as encourage others in their efforts to improve

- 4. Always seek ways to improve and grow:**
 - a. Share knowledge
 - b. Challenge people to reach their highest potential
 - c. Stay abreast of industry trends and the latest technologies

- 5. Respect the dignity of each person:**
 - a. Invite participation and ideas from everyone
 - b. Treat everyone with honesty and fairness
 - c. Thank and recognize people for what they do
 - d. Acknowledge and speak daily

- 6. Exemplify integrity, excellence, and accountability:**
 - a. Model what you expect
 - b. Do your best and strive to do better
 - c. Accept your role at Christian Care
 - d. Be reliable, enthusiastic, and proud friends of Christian Care

PART VII: JOB DESCRIPTION ACKNOWLEDGEMENT

I have received a copy of my job description and state that I have read or have been provided accommodations to comprehend and fully understand the requirements of this description and agree to abide by its requirements and will perform all duties and responsibilities to the best of my ability.

I understand this description is intended to be a general statement concerning *this position and is not to be considered a detailed assignment*. Other duties may be assigned, and it may be modified by my employer as need arises.

I certify that at this time I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I further certify that this job description was orally reviewed with me and I have been given the opportunity to ask questions of my employer concerning these matters and that this *job description will be a basis for evaluating my performance*.

I accept the position of: Human Resources Manager

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

RETAIN ENTIRE JOB DESCRIPTION IN PERSONNEL FILE

-----**FOR HR USE ONLY**-----

Workers' Compensation Code: 8810
FLSA Status: Exempt
EEO Code: 2

This position is subject to the following background screens as indicated below:

- Social Security Number Trace
- County Criminal
- State Criminal
- Motor Vehicle Report (MVR)
- Prior Employer Verification
- Reference Check and Verification