

WEST SIDE CATHOLIC CENTER

Job Description

JOB TITLE: Director of Human Resources
REPORTS TO: Executive Director
WORK HOURS: Monday through Friday, full-time.
FLSA: Exempt
DATES UPDATED: 8/19/2020, 10/29/2020, 12/2/2020, 10/20/2021, 9/11/2022, 9/19/2023, 5/10/24.
SALARY: Between \$80,000 - \$90,000 per year; commensurate with experience.

SUMMARY

Under the supervision of the Executive Director, assists in the executive management of the organization. Manages the day-to-day administration of the human resources policy, procedures, and programs; responsible for all filing, mailing, and organizing human resource related records. Provides leadership and vision to ensure development of innovative, effective strategies to achieve and maintain equity at the West Side Catholic Center. Exercises discretion and independent judgment with respect to matters of significance. Performs other duties of a similar nature as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for recruiting and staffing logistics for all agency staff and interns; performance management and improvement systems and turnover.
- Ensures completion of new employee orientation/onboarding, coordinates development and training, policy development, policy revisions, and documentation.
- Responsible for employee relations; internal employee communication; employee safety and welfare, wellness, and health.
- Responsible for staff compensation and benefits administration.
- Develops and updates policies to ensure compliance with labor laws.
- Functions as liaison between WSCC and external contacts related to all HR related matters.
- Provides counsel to management and staff on interpretation and application of policies.
- Ensures creation and maintenance of staff personnel files.
- Functions as primary contact, advisor and administrator for employees and management on leaves of absence and return to work process (STD, LTD, pandemics, jury duty, emergency paid sick leave, emergency family and medical leave, etc.). Interact with TPA as needed.
- Coordinates CARF trainings and reporting and all requirements for HR.
- Coordinates all required trainings, including first aid, CPR, ethics trainings and other professional continuing education. Serves as the Chair of the agency's Training Committee.
- Responsible for safety efforts throughout the agency and serves as the Chair of the agency's Safety Committee. Adheres to federal regulations as required to maintain the health and well-being of staff.
- Ensures all required legal employment notices/signage are up-to-date and posted in staff areas.
- Responsible for facilitating responses to employee complaints, unemployment compensation claims and workers' compensation claims.
- Facilitates, under the direction of the Executive Director, researches, and responds to internal employee grievances and external complaints (Ohio Civil Rights Commission and Equal Employment Opportunity Commission).
- Ensures agency organizational chart remains current.
- Responsible for ensuring all background checks are current and completed.
- Coordinates the agency's infection prevention control response by creating and updating policies, training staff, and working with the return-to-work team.
- Responsible for guiding all efforts to define, understand, assess, foster, and cultivate diversity.

- Facilitates activities related to implementation of a DEI initiative, staff outreach and programming. Provides follow-up and model accountability.
- Oversees initiatives designed to enhance the recruitment and successful retention of staff and board members from diverse and under-represented population groups to reflect the changing state and national demographics.
- Collaborates and serves as a proactive, creative resource throughout the agency for diversity related initiatives, activities, materials, advice and counsel.
- Oversees the internal ADA committee to assure compliance with ADA laws and regulations. Responsible for coordination of Affirmative Action and Equal Employment Opportunity programs, Title IX, ADA, and compliance with federal and state laws.
- Serves as liaison and develops partnerships within the community to promote diversity as an essential element of the mission of the West Side Catholic Center.
- Ensures the development and delivery of training programs and opportunities that address diversity, inclusion, equal employment opportunity, affirmative action, and compliance issues in ways that meet the needs of staff and partners.
- Collects and analyzes data that provides information useful to support and enhance equity, diversity, and inclusion initiatives.
- Recommends policy and procedural changes as appropriate.
- Performs other duties of a similar nature as may be required.

QUALIFICATIONS

- Bachelor's degree in Human Resources or a related field of study. Master's degree preferred.
- Combination of skills and experience equivalent to 5 years work in a non-profit organization.
- Combination of skills and/or experience equivalent to 5+ year's progressive experience in Human Resources.
- Excellent knowledge of legal requirements and government reporting regulations affecting Human Resources.
- Understanding of key Human Resources practices and HRM knowledge base.
- Ensures the development and delivery of training programs and opportunities that address diversity, inclusion, equal employment opportunity, and affirmative action and compliance issues.
- Excellent command of contemporary diversity, equity, and inclusion concepts and issues (e.g., recruitment and retention, access, and equality, policy, and legal dynamics of diversity, etc.).
- Successful record of leadership and experience in advancing equity, diversity, and inclusion within an organization.
- Understanding of affirmative action, equal employment opportunity, compliance and anti-discrimination laws and regulations.
- Excellent organizational skills with proven attention to detail in work product.
- Good interpersonal skills.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Ability to remain focused on tasks in hectic work environment.
- Proficient in Microsoft Word, Excel, Outlook, and Internet usage.
- Strong verbal and written communication skills and the ability to communicate specifically with an audience from diverse racial, ethnic, and socioeconomic backgrounds.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

It is the policy of West Side Catholic Center to provide reasonable accommodations to qualified individuals with a disability who are either applicants for employment or are current employees. Should you require any assistance or reasonable accommodation to complete this application or participate in interviews, please make a note on the application or notify the interviewer.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

To understand responses to traumatic life events, the concept of a trauma informed environment, vicarious trauma, and the need for self-care.

We are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

West Side Catholic Center is pleased to be an equal opportunity employer.

Staff Signature

Date

Manager Signature

Date