

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

The Director of Human Resources will:	Time 95%
<ul style="list-style-type: none">• Implement strategic HR initiatives to enhance employee relations and work environment;• Lead human resources policy development and documentation;• Manage all aspects of recruiting, staffing, and retention strategy and processes in collaboration with supervisors;• Orient, and train new employees and engage employees through HR orientation and on boarding process. Plan and implement annual-in-service, quarterly All Staff Meeting, continuing education for all staff etc.• Oversee performance management including development of evaluation tools and coordination of performance reviews;• Ensure productivity, quality improvement, and continuous change by seeking and advising integrated solutions;• Comply with all regulatory standards involving employees and volunteers and keep informed of legal requirements;• Maintain all mandated employee records and automated information system;• Direct compensation and benefits programs;• Establish regular employee communication to build morale, increase engagement in problem-solving and improvements;• Review payroll and back up payroll processing when necessary;• Maintain complete and accurate personnel records and ensure confidentiality• Develop new resources and tools to aid employee safety, work-life issues, wellness, and health;• Be responsible to provide best employee services and promote professional growth by coaching.	

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

<ul style="list-style-type: none">• As assigned by the Executive Director	Time: 5%
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IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employee supervised, level of authority to hire and fire or to make recommendations.)

Serves as confidential adviser and coach to supervisors.

V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

- Understands and is committed to hospice philosophy (required)
- Has a baccalaureate degree from accredited college or university (required)
- Has earned professional human resources certification as PHR or SPHR (preferred)
- Has Minimum of two years direct human resources experience. Broad knowledge and experience in applicable employment law and practices, compensation and benefits, staff and organizational development, employee relations, and health and safety. Several years of progressive leadership experience in human resources (required)
- Has experience in the healthcare or not-for-profit sectors (preferred)
- Has experience in the administration of payroll, benefits, and compensation programs and other Human Resources programs (required)
- Demonstrates ability to interact effectively with a senior management team and a Board's HR Committee (required)
- Has strong oral and written communication skills (required)
- Shows proven record of excellent interpersonal and coaching skills (required)
- Relates well to a wide array of people with diverse backgrounds (required)
- Demonstrates ability to lead and develop staff members (required)
- Has excellent computer skills in a Microsoft Windows environment, including Excel and database management and record keeping (required)
- Demonstrates an ability to respond decisively, accurately, confidently, and courteously to challenges and opportunities (desirable)

VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

- Compensation and Benefits budgets for Hospicare & Palliative Care Service, Human Resources department budget

VII. PUBLIC CONTACT (Within and without of the organization)

- Has regular contact with:
- Executive director and leadership team
 - All employees
 - Human resources networks and organizations
 - Business suppliers

VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

- No unusual physical demands

IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

- Occasional after hours work is necessary
- Occasional out-of-area travel to conferences, workshops, meetings, is necessary

This job description is not intended to be all-inclusive and employees will perform other related job duties as assigned by their immediate supervisor or other management staff as required. In addition to the requirements of this job description, Hospicare expects employees to be committed to service to others, and strive to keep our agency's mission, goals, and values as the driving force of the day-to-day work. Hospicare and Palliative Care Services reserves the right to revise and change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Signature

Date