

TITLE OF POSITION: DIRECTOR OF HUMAN RESOURCES

TITLE OF IMMEDIATE SUPERVISOR: ADMINISTRATOR

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES
Is responsible for managing the Human Resources Department and overseeing all personnel issues.
RESPONSIBILITIES
Responsible for the recruitment and selection of employees based on applicant's credentials and qualifications including training and licensure.
Uses a consistent and non-discriminating process to select employees as follows:
<ul style="list-style-type: none">• Conducts personal interviews on all applicants at the time of recruitment and selection.• Obtains two written or verbal follow-up of employment references and job history.• Verifies education, experience, training, licensure or certification, as appropriate to job responsibilities.• Selects and employs qualified individuals without regard to gender, race, age, creed, handicap, sexual orientation, or national origin.
Coordinates an orientation program for all new employees, including an introduction to the organization, staff and employee rules and responsibilities.
Ensures that all employees receive ongoing education, including in-services, training and other activities to maintain and improve staff competence.
Ensures that all employees meet their required mandatory training, keeps records of in-services and files employee's certificate of attendance in the employee personnel folder.
Ensures that all employees are meeting the performance expectations stated in his/her job descriptions by collaborating with the supervisors.
Ensures that all employees are in compliance with the mandatory requirements for employment.
Responsible for other miscellaneous duties including the following:
<ul style="list-style-type: none">• Maintains strict professional ethics, confidentiality and privacy of the patient and/or family members.• Participates in personnel policies revisions, when requested.• Assumes responsibility for own personal and professional growth.
May be requested by the President / CEO to attend outside meetings and/or conferences.
JOB CONDITIONS
Position is stressful in terms of meeting deadlines.
It requires minimal lifting of office records and printouts.
It is primarily a desk job which essentially involves sitting, standing stooping and walking, as well as an inordinate amount of telephone communication.
Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
The ability to communicate well, both verbally and in writing is required.

EQUIPMENT OPERATION

Utilization of calculator, multi-line telephone, copy machine, basic medical equipment.

COMPANY INFORMATION

Has access to all patient medical records, personnel records and patient financial accounts which may be discussed with the Executive Director, Director of Reimbursement, Employee Relations and Quality Assurance department staff, as well as outside government agencies.

QUALIFICATIONS

1. A college degree is preferable.
2. Experience in interviewing and recruitment of qualified applicants is required.
3. Strong leadership and excellent interpersonal relationship abilities are essential.

ACKNOWLEDGMENT**EMPLOYEE NAME****EMPLOYEE SIGNATURE****DATE**