



# Reach For Your Potential

**JOB TITLE:** Human Resources Director

**DIVISION:** Administrative

**REPORTS TO:** Executive Director

**REVISION NO.:** 10

**REVISION DATE:** 1/2/2019

---

## **POSITION SUMMARY:**

The Human Resources Director is responsible for following Reach For Your Potential employees throughout their employment. This begins with coordinating the hiring, orientation, and training of new employees including member specific trainings. The Human Resources Director distributes evaluations, facilitates disciplinary meetings, arranges in-services, and maintains employee files.

## **ESSENTIAL JOB FUNCTIONS:**

- Coordinate the interviewing, pre-hire paperwork, employment checks as well as the hiring, orientation and training of all new employees.
- Coordinate the promotion, discipline, and discharge of all employees.
- Coordinate the supervision of Residential Facilitators and Direct Care staff.
- Coordinate with the Financial Director the evaluation and pay increase of professional staff and Direct Care Staff.
- Maintain and review staff files to ensure compliance with local, state and federal regulations.
- Coordinate in-service training and maintain records of the trainings.
- Develop new trainings that would improve the quality of service delivery.
- Maintain Worker's Compensation, Workforce Development, and OSHA standards.
- Attend Residential Facilitator and Direct Care staff meetings as needed.
- Ensure compliance to federal and state regulations governing services.
- Assist with directing weekly professional staff meetings.
- Receive and review staff work schedules and timesheets for locations under your supervision.
- Visit all locations as needed.
- Respond to concerns within 48 hours, with a response time dependent on the nature of the concern.
- Participate in the Administrative on call rotation.
- Act as a liaison between the Executive Director and staff.
- Provide reports or information requested by the Executive Director.
- Attend other meetings requested by the Executive Director.
- Receive phone calls in the absence of the Executive Director.
- Meet deadlines requested by the Executive Director.
- Complete other duties as assigned.

## **JOB REQUIREMENTS:**

### **EDUCATION/ EXPERIENCE:**

Bachelor's Degree from an accredited college or university in the social or behavioral sciences and one year of post-degree experience in the delivery, planning, coordination, or administration of human services, or

High school degree (or its equivalent) and three years of post-degree experience in the delivery, planning, coordination, or administration of human services or

A combination of required education or experience which totals five years. At least one year must be experience as outlined above.



# Reach For Your Potential

## **SKILLS:**

Must be able to read, write, and communicate effectively with members and staff. Patience in working with disabled adults is necessary. Needs to have a caring attitude and be supportive and encouraging to members. A driving record that qualifies you to drive agency vehicles is required; sufficient automobile insurance to qualify you to transport members in your personal vehicle is preferred.

## **SUPERVISORY RESPONSIBILITIES:**

Human Resources Assistant, Staff Development Assistant, Scheduling Clerk, and other departments as assigned by Executive Director.

## **EQUIPMENT TO BE USED:**

Must be able to operate computer and other office machines such as fax, calculator, telephone, and so on.

## **TYPICAL PHYSICAL DEMANDS:**

Requires sitting, standing, bending and reaching. May require lifting up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment.

## **WORKING CONDITIONS:**

Participates in on call rotation and occasionally in weekend shift rotation. Occasionally called upon to work overtime or odd schedules. Typically works in an office setting, although may be called upon to work direct care at a residential location.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name