

JOB DESCRIPTION

TITLE OF POSITION: DIRECTOR OF HUMAN RESOURCES

:

TITLE OF IMMEDIATE SUPERVISOR: Administrator

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS - LIMITED

POSITION SUMMARY:

DUTIES OF POSITION
Is responsible for managing the Human Resources Department and overseeing all personnel issues

POSITION RESPONSIBILITIES
1. Responsible for the recruitment and selection of employees based on applicants credentials and qualifications including training and licensure.
2. Uses a consistent and non-discriminating process to select employees as follows:
a. Conducts personal interviews on all applicants at the time of recruitment and selection
b. Obtains two written or verbal follow-up of employment references and job history
c. Verifies education, experience, training, licensure or certification, as appropriate to job responsibilities
d. Selects and employs qualified individuals without regard to gender, race, age, creed, handicap, sexual orientation, or national origin
3. Coordinates an orientation program for all new employees, including an introduction to the organization, staff and employee rules and responsibilities
4. Ensures that all employees receive ongoing education, including inservices, training and other activities to maintain and improve staff competence
5. Ensures that all employees meet their required mandatory training, keeps records of inservices and files employee's certificate of attendance in the employee personnel folder
6. Ensures that all employees are meeting the performance expectations stated in his/her job descriptions by collaborating with the supervisors
7. Ensures that all employees are in compliance with the mandatory requirements for employment
8. Responsible for other miscellaneous duties including the following:
a. Maintains strict professional ethics, confidentiality and privacy of the patient and/or family members
b. Participates in personnel policies revisions, when requested
c. Assumes responsibility for own personal and professional growth
9. May be requested by the President/CEO to attend outside meetings and/or conferences

JOB CONDITIONS

1. Position is stressful in terms of meeting deadlines.
2. It requires minimal lifting of office records and printouts.
3. It is primarily a desk job which essentially involves sitting, standing stooping and walking, as well as an inordinate amount of telephone communication.
4. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
5. The ability to communicate well, both verbally and in writing is required.

EQUIPMENT OPERATION

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

COMPANY INFORMATION

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

QUALIFICATIONS

1. Must have a college degree
2. At least three years experience in interviewing and recruitment of qualified applicants is required.
3. Strong leadership and excellent interpersonal relationship abilities are essential.

ACKNOWLEDGMENT

Employee Signature

Date

JOB REQUIREMENTS	
1. Must be a graduate of an accredited School of Nursing	
2. A BSN is preferred, but not mandatory	
3. Must be a Registered Nurse licensed by the state	
4. Must have a minimum of two (2) years of experience as a professional nurse in an acute care setting	

ACKNOWLEDGMENT	
Employee Signature	Date