



OF SOUTHEASTERN MICHIGAN

Director – Human Resources

POSITION DESCRIPTION/WORK CONTEXT:

Reports To: Chief Operating Officer

Functional Area of Responsibility: Human Resources

MINIMUM QUALIFICATIONS:

1. A bachelor degree in human resources, administration, business, management, healthcare management or related field.
2. Human resources certification preferred.
3. Experience in the field of health care or behavioral health preferred.
4. Three years' experience in human resource management and payroll process.
5. Possess a valid motor vehicle operator license.
6. Completion of ICHAT check, National and State Sex Offender Registry Check, and Central Registry Check.
7. Ability to work independently as well as in a team environment.
8. Experience with accrediting bodies, i.e. CARF.
9. Must possess knowledge and understanding of Recovery Oriented System of Care and Trauma Informed Services.

ESSENTIAL JOB FUNCTIONS:

All employees are expected to perform quality work within deadlines; exhibit professional conduct; work effectively as a team contributor on all assignments; work independently while understanding the necessity for communicating; coordinate work efforts with other employees and organizations; support the mission of CARE of Southeastern Michigan.

1. Administer and evaluate various human resource plans and procedures for all company personnel.
2. Demonstrates subject matter expertise in the laws and regulations related to agency personnel policy and procedures.
3. Obtains the necessary training, information, notices, and education to remain current in the field.
4. Responsible for completing the licensing and credentialing process of clinical staff.
5. Responsible for developing, tracking, and scheduling the annual agency training plan.
6. Audit and update job descriptions to ensure accuracy and consistency with agency policy.
7. Oversee job posting and recruiting of new staff. Develop strategies, processes and measures that will ensure the agency has qualified candidates for all positions sufficient to meet agency needs.
8. Maintain personnel files, including coordinating with supervisors to correct any deficient items.
9. Develop, implement, and monitor a performance evaluation process for all employees.
10. Maintain compliance with federal and state regulations concerning employment and labor laws.
11. Coordinates and processes employee benefits, coordinates with payroll personnel.
12. On-site support to all agency personnel regarding benefits, credentialing and privileging, training records, and personnel chart items.
13. Responsible for drafting and maintaining the Personnel Policies & Procedures.
14. Provide presentations and trainings within the workplace as needed.
15. Participate in meetings outside the agency to promote/enhance human resource services.
16. Collaborates with the executive leadership team over the hiring, promoting, disciplinary action steps and termination of staff.
17. Ensures assigned paperwork is maintained in accordance with funding source standards and CARE of SEM policy and procedures.
18. Reports data and outcomes as required.
19. Submits accurate reports/plans to supervisor/colleagues, funding agencies, and regulatory bodies within deadlines, as assigned.
20. Establish and maintain liaison relationships with appropriate agencies regarding human resource services.
21. Works as a member of the CARE of SEM leadership team and enforces and monitors compliance with all CARE of SEM policies and procedures.
22. Attends assigned meetings as needed.
23. Ability to adjust hours of work based on the community needs, including some evening and weekends.