

Director of Human Resources

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Name: _____ **Date of Hire:** _____

Department Assigned: _____ **Supervisor:** _____

Shift Assigned: _____ **Duty Hours:** _____

Purpose of Your Job Position

The primary purpose of your job position is to direct the human resources department in accordance with current applicable federal, state, and local standards, guidelines, and regulations, and as directed by the Administrator, to assure that quality personnel are interviewed, trained and employed.

Delegation of Authority

As **Director of Human Resources**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Miscellaneous Information	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓ = NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (✓ = YES)	MINIMUM Weight Lifting Requirements Apply to Task (✓ = YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = YES)	Performs Function Satisfactorily (✓ = NO)	Needs In-Service Training (✓ = YES)
Duties and Responsibilities							
Administrative Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assist in planning, developing, organizing, implementing, evaluating, and directing the HR department. (e.g., developing HR policy manuals, employee job descriptions, performance evaluations, etc.)	3						
Develop and maintain written job descriptions and performance evaluations for each staff position in accordance with pertinent laws governing job positions.	3						
Recommend to the administrator the number and level of personnel to be employed.	3						
Review all requests from department directors for new or replacement personnel, fill requests as approved, and arrange interviews, appointments, etc.	3						
Assist in determining departmental staffing, evaluate employee performances, and make recommendations to the administrator concerning wage and salary adjustments, hiring, terminations, transfers, etc.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Administrative Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Check applications and references of prospective employees and arrange for interview with department directors as required or requested.	3						
Maintain job applications for personnel eligible to work in the facility. (e.g., job applications, resumes, reference checks, etc., of those persons meeting the eligibility requirements for the position in which they applied.)	3						
Maintain confidentiality of all pertinent employee information in accordance with the Privacy Act, as well as our facility's established policies governing the release of information.	3						
Ensure that appropriate documentation concerning the employee's right to work in this country is verified in accordance with current laws, regulations, and guidelines concerning such matters, and that appropriate documentation of such review is filed in the employee's personnel record within the specified time frame.	3						
Consult with department directors concerning the staffing of their departments, eliminating/correcting problem areas, and improvement of services.	3						
Develop, implement and maintain an adequate personnel record filing system that meets the needs of the facility and complies with current employment practices.	3						
Prepare, recommend, and maintain records and procedures for controlling personnel transactions and reporting personnel data.	3						
Review fringe benefits programs, to include pensions, annuities, health/life insurance programs, etc., as directed, and make recommendations to the Administrator.	3						
Ensure that the facility is in compliance with current applicable federal and state employment regulations regarding wages, overtime, work hours, workman's/unemployment compensation, etc.	3						
Ensure hiring/discharge procedures are in compliance with established policies and procedures.	3						
Assist in developing personnel policies. Review at least annually and make recommendations to the Administrator.	3						
Interpret department policies and procedures to personnel, residents, visitors, etc., as necessary or required.	3						
Provide public information (i.e., verification of employment, wages, etc.), in accordance with current laws, regulations, and guidelines governing such matters.	3						
Assume the administrative authority, responsibility, and accountability of directing the personnel department.	3						
Delegate the administrative authority, responsibility and accountability to other responsible department personnel as necessary.	3						
Represent the facility at and participate in top level meetings as directed.	3						
Assist in standardizing the methods in which work will be accomplished.	3						
	Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	ed Sitting, Standing, Bending, etc.	Function Satisfactorily	Needs Training

Duties and Responsibilities (continued)							
Administrative Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Orient new personnel to facility and explain personnel policies, procedures, payroll procedures, safety/smoking regulations, grievance procedures, etc., as established in our operational policies and procedures.	3						
Keep department directors informed of changes in personnel matters.	3						
Develop an effective Employee Health Services Program to monitor and investigate infectious diseases, potentially harmful infectious exposures, and outbreak of infections among personnel. Coordinate such program with the Infection Control Coordinator.	3						
Provide department directors with a monthly listing of personnel needing physicals for that month. Maintain a listing of HBV vaccinations/denials.	3						
Maintain Affirmative Action Plans/Programs as necessary or required.	3						
Coordinate and monitor risk management and fire safety programs.	3						
Make written and oral reports/recommendations to the Administrator concerning personnel needs, problem areas, etc., as deemed necessary or appropriate.	3						
Perform administrative requirements such as completing necessary forms, reports, etc., and submitting to the Administrator as required.	3						
Conduct employee background and reference checks in accordance with our facility's established procedures.	3						
Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.	3						
Report any known or suspected unauthorized attempt to access facility's information system.	3						
Assist in preparing daily information relative to the posting of nursing staff numbers.	3						
Other related duties that may become necessary/appropriate to assure that our facility is in compliance with current laws, regulations, and guidelines concerning the operation of our facility.	3						
Committee Functions							
Serve on various committees as directed by the Administrator.	3						
Chair the HR Committee (as applicable).	3						

Duties and Responsibilities (continued)							
Personnel Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assist in the recruitment, selection and training of competent personnel.	3						
Hire personnel in accordance with established hiring practices.	3						
Ensure that the facility has qualified personnel available to provide the best service for resident comfort and convenience (e.g., personnel demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.).	3						
Arrange for pre-employment tests, physicals, X-rays, HBV vaccinations, etc., as outlined in our HR policy manual.	3						
Develop and maintain written job descriptions and performance evaluations for each staff position in accordance with current laws and regulations governing such functions.	3						
Design personnel forms and direct the maintenance of all personnel records.	3						
Process all newly hired personnel information and all change of status data.	3						
Escort new personnel to assigned department director for instruction/training as required.	3						
Ensure that nurse aide data is verified or submitted to the Nurse Aide Registry on a timely basis.	3						
Assist in scheduling department work hours (including vacation and holiday schedules), personnel, work assignments, etc., as required or requested.	3						
Assist department directors in establishing vacation schedules as necessary or required.	3						
Monitor Worker Compensation claims and coordinate work between employees and the insurance carrier.	3						
Counsel/discipline personnel as requested or as necessary.	3						
Maintain attendance records and records of counseling, warning, and other disciplinary action taken against employees.	3						
Ensure that grievance procedures are implemented, maintained and followed in accordance with our established policies. Review complaints and make oral/written reports to the Administrator.	3						
Terminate employment of personnel when necessary, documenting and coordinating such actions with the Department Director and Administrator.	3						
Conduct exit interviews, and record data in the employee's personnel records.	3						
Monitor unemployment claims and assist the facility with appeals.	3						
Maintain a good employee relations program that serves the best interest of the facility and community alike.	3						
Report known or suspected incidents of fraud to the Administrator.	3						
Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.	3						
Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training

Staff Development	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Meet with department supervisors, on a regularly scheduled basis, to assist in planning in-service classes, on-the-job training procedures, and orientation for newly assigned personnel.	2						
Attend and participate in workshops, seminars, etc., to keep abreast of current changes in personnel matters, as well as to maintain a professional status.	3						
Attend and participate in facility mandatory in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.).	3						
Ensure that appropriate training records are maintained for staff personnel.	3						
Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.	3						
Safety and Sanitation							
Ensure that all facility personnel, residents, visitors, etc., follow established safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.	3						
Ensure that facility personnel follow established ergonomics policies and procedures governing lifting techniques, repetitive tasks, and the use of safety equipment and supplies to prevent work-related injuries and illnesses.	3						
Budget and Planning Functions							
Prepare the HR department's annual operating budget for approval by the Administrator.	3						
Assist in the development of department budgets concerning personnel administration.	3						
Ensure that adequate financial records and cost reports concerning personnel administration is submitted to the Administrator as required.	3						
Conduct annual salary and wage surveys. Report findings to the Administrator.	3						
Keep abreast of current economic conditions/situations and recommend adjustments to the Administrator to assure that the objectives of the facility can be maintained.	3						
Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc.	3						
Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
	(1)	(2)	(3)	(4)	(5)	(6)	(7)

Resident Rights							
Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.	3						
Ensure that newly hired personnel receive a copy of our facility's residents' rights.	3						
Ensure that the resident's rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage complaints, are maintained at all times.	3						

Working Conditions

Works in office areas as well as throughout the facility.
 Moves intermittently during working hours.
 Is subject to frequent interruptions.
 Is involved with personnel under all conditions/circumstances.
 Works beyond normal working hours, on weekends and holidays, and in other positions temporarily, when necessary.
 Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
 Attends and participates in continuing educational programs.
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
 Is involved with government agencies/personnel under all conditions and circumstances.
 Is subject to hostile and emotionally upset personnel.
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
 May be subject to the handling of and exposure to hazardous chemicals.
 Maintains a liaison with department directors concerning personnel matters.

Education

Bachelor's Degree in Business Administration preferred but not required.

Experience

Must have, as a minimum, five (5) year(s) experience in HR Administration.
 Must possess a thorough knowledge of the laws, regulations, and guidelines concerning personnel administration in nursing care facilities.

Specific Requirements

Must be able to read, write, speak, and understand the English language.
 Possess the ability to make independent decisions when circumstances warrant such action.
 Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle personnel based on whatever maturity level at which they are currently functioning.
 Knowledgeable of administrative practices and procedures, as well as laws, regulations and guidelines pertaining to employment law, wage and hour rules, labor relations, OSHA, Privacy Act, etc.
 Must possess leadership ability and the willingness to work harmoniously with and supervise other personnel.
 Ability to plan, organize, develop, implement, and interpret the HR programs, goals, objectives, policies and procedures of the facility.
 Must have ability to act as liaison between personnel and management.
 Must maintain the care and use of administrative supplies, equipment, etc., and maintain the personnel department in a clean, safe and attractive manner.
 Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing personnel practices.
 Must be knowledgeable of computers, calculators, system applications, and other office equipment.
 Must be able to communicate personnel policies, procedures, regulations, reports, etc., to staff members and government agencies/personnel.
 Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.
 Must be able to speak and write the English language in an understandable manner.
 Must be able to cope with the mental and emotional stress of the position.
 Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
 Must meet the general health requirements set forth by the policies of this facility, which includes a medical and physical examination.
 Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
 May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Director of Human Resources** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: _____ Signature-Director of Human Resources: _____

Date: _____ Signature-Administrator: _____

Job Position Analysis Information
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¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1** = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2** = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3** = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential Functions Column:

A ✓ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A ✓ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A ✓ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A ✓ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check ✓ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A ✓ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.