

SENIOR CITIZENS COUNCIL JOB DESCRIPTION

POSITION: Human Resource Manager
LOCATION: 211 Smith Street
Sheridan, WY 82801
REPORTS TO: Executive Director

Essential Job Functions Include:

- Responsible for and provides leadership for human resource management in the organization including developing, updating and enforcing the Employee Handbook.
- Stays abreast of current employment laws, rules and regulations
- Responsible for employee benefits management
- Maintains masters of job descriptions and interview questions for organization making sure they meet HR best practices
- Provides support and assistance to supervisors throughout the hiring process including recruitment, interviewing, checking references, hiring, and onboarding new employees.
- Provides support and assistance to exiting employees.
- Maintains organized and complete employee files.
- Assigns keys for organization
- Develops, facilitates and assure the execution of a consistent employee evaluation process
- Creates a coordinated staff development program through collaboration with all areas of the organization, maintaining training documentation and logs for organization
- Provides leadership and technical assistance to promote the organization's cultural values in the workplace
- Oversees the development, implementation and maintenance of Risk Management Program and serves as the leader for the Risk Management Team
- Maintains incident reports and logs
- Oversees insurance for organization
- Serves as the HIPAA officer for the organization
- Works with an awareness and understanding to balance the needs of the organization with the needs of the employees
- Works closely with the Director of Volunteers to assure policies and procedures for the organization are consistent between regular employees and volunteers
- Provides leadership in creating and implementing Strategic Planning on an annual basis
- Other duties as assigned

Physical Demands:

- Occasionally transfers, lifts and positions objects
- Frequently communicates and exchanges information with others
- Regularly observes and assesses clients, staff and volunteers
- May be required to sit at a computer station for extended periods of time in order to complete essential job functions

Special Knowledge, Skills and Abilities:

- Strong leadership skills and abilities
- Ability to work on multiple projects at a time
- Knowledge, understanding and experience in human resources
- Strong time management and organizational skills
- Experience working with older adults and people with disabilities
- Ability to effectively communicate, both orally and in writing
- Computer skills, including the ability to learn and effectively use extensive software and programs

Minimum Qualifications:

A Bachelor's Degree is desirable however will consider experience in the human resource field and a command of the aforementioned skills and abilities.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Senior Citizens Council is an equal employment opportunity employer