

CHILDHAVEN, INC. JOB DESCRIPTION

TITLE: Human Resources Manager
FLSA STATUS: Exempt - Professional
REPORTS TO: CEO
HOURS: Typically Mon. – Fri., 40 hours/week

GENERAL STATEMENT OF DUTIES:

The HR Manager is responsible for overseeing all aspects of human resources practices and processes within Childhaven. This includes managing recruitment and onboarding, employee relations, performance management, compensation and benefits, compliance with labor laws, and the development and implementation of HR policies and procedures. The HR Manager plays a key role in fostering a positive workplace culture, supporting organizational growth, and ensuring that HR strategies align with business objectives.

PRIMARY DUTIES:

HR Operations & Compliance

1. Oversee day-to-day HR operations and ensure alignment with business objectives.
2. Maintain accurate employee records and prepare reports as needed.
3. Ensure job descriptions are up to date and compliant with all local, state, and federal regulations, and that all employees/contractors are credentialed timely and properly.
4. Collaborate with payroll to ensure accurate and timely processing of employee compensation, benefits, and related records.
5. Ensure the organization's compliance with local, state, and federal regulations, including FMLA.
6. Maintain strict confidentiality of all employee and organizational records, ensuring sensitive information is protected and shared only with authorized personnel.
7. Maintain high ethical standards and ensure that all practices and policies align with Childhaven's mission and values.
8. Follow supervisor's directives and other job duties as assigned.

Talent Acquisition & Workforce Planning

9. Lead and manage the full recruitment and onboarding process for employees and contractors running timely ads.
10. Partner with leadership to assess staffing needs, employee surveys, and workforce planning.

Employee Relations & Engagement

11. Lead the development and execution of long-term retention strategies that align with organizational goals, enhance employee engagement, and build a high-performance culture that supports workforce stability and growth.
12. Foster a culture of engagement, diversity, and continuous improvement.
13. Investigate employee issues and conflicts and bring them to resolution.
14. Communicate with staff about policy changes and organizational updates.
15. Support personnel relations by addressing demands, grievances, or other issues.
16. Initiate plans for at least two annual staff get-togethers.

Performance Management & Development

17. Lead performance management and employee development initiatives by tracking and reviewing employee evaluations.
18. Disperse training resources and performance management programs to ensure employees understand their job responsibilities.
19. Stay updated on best practices, trends, and developments in leadership and human resources.

Compensation & Benefits

20. Create and maintain a compensation plan for all employees based on current market research and salary surveys.
21. Manage benefits administration and communicate with staff about policy changes.

QUALIFICATIONS

- Education and Experience
 - A bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute AND 2 years of relative experience.
- Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental disability, sexual preference, and gender identify/expression.
- Ability to create a culture of diversity, inclusivity, collaboration, and teamwork.
- Effective verbal and written communication skills with persons of diverse backgrounds.
- Demonstrated proficiency in the Microsoft Office Suite.
- Experience with the human resources information systems databases.
- High tolerance for documentation and administrative tasks.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Strong organizational, leadership, and decision-making skills.
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations.
- Experience with analyzing data to guide strategic employment planning.
- Member of professional associations such as The Society for Human Resource Management (SHRM) and Human Resource Certification Institute (HRCI) preferred.
- Experience with employment and labor laws, conflict resolution, compensation strategy and other human resources programs.
- Must pass local, state, and federal background checks (including fingerprints).
- Abide by state licensing regulations and standards, and Childhaven policies and procedures.
- High tolerance for documentation and administrative tasks.
- 2 hours of trauma training required each year. Pursue ongoing professional development opportunities.

JOB DESCRIPTION – PART II

DIRECTIONS: This form lists various physical and mental requirements that enable us to describe the requirements for the position listed above.

None: Not required in this position	Occasional: Performed or encountered 1% to 33% of the work time	Regular: Performed or encountered 34% to 66% of work time	Frequent: Performed or encountered 67% to 100% of work time
1. Mobility, Climbing 2. Mobility, Crawling 3. Environmental Conditions - Dust, Smoke, Fumes 4. Environmental Conditions Outdoors – Rain, Snow, Cold, Heat:	5. Operating Office Equipment (Other than Computer) 6. Dexterity, Handling Objects 7. Dexterity, Fingering/ Touching Objects 8. Dexterity, Ability to Feel Objects 9. Mobility, Walking 10. Mobility, Standing 11. Mobility, Bending 12. Speaking to Large Groups 13. Lifting/Carrying more than 50 Pounds 14. Environmental Conditions – Noise: 15. Environmental Conditions Indoors - Cold/Heat 16. Driving Company Vehicle	17. Dexterity, Reaching for Objects 18. Dexterity, Grasping Objects 19. Using Telephone 20. Move Freely About Office 21. Produce Written Documents 22. Hearing on the Telephone 23. Speaking on the Telephone 24. Speaking in Person 25. Exposure to Stressful Situations 26. In Person, Public Contact 27. Public Contact, via Phone 28. Decision-making Stress 29. Lifting/Carrying 5 Pounds 30. Lifting/Carrying 6 to 20 Pounds 31. Lifting/Carrying 21 to 30 Pounds 32. Lifting/Carrying 31 to 50 Pounds	33. Using Computer 34. Visual Requirements Close-up Work 35. Visual Requirements Reading Computer Monitor 36. Visual Requirements Reading for Long Periods 37. Sitting For Long Periods 38. Visual Requirements Overall Vision: 39. Hearing Normal Speech 40. Concentration

Please list any pre-existing medical conditions that may limit your ability to perform the job requirements. If not applicable, write N/A.

SIGNATURES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position. Failure to complete these duties may result in termination or resignation.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____