



DIRECTOR OF HUMAN RESOURCES

ORGANIZATION OVERVIEW & HISTORY

Life Pittsburgh, a growing nonprofit organization with approximately 250 employees, is a community based alternative to nursing home care and assisted living. Through the LIFE Pittsburgh program, frail older adults can remain in their own home and receive a coordinated plan of care that enables them to maintain their independence and enjoy a safe and active life in the community. Our health teams of geriatric doctors, nurses, social workers, rehabilitation specialists and other health care professionals assess our Participants' needs and desires, plan and approve services with them and their family or caregiver, monitor for changes and provide timely interventions. Primary care and community services are provided through our Day Health Centers and through our in home program according to an individual Participant's needs. To learn more, visit www.lifepittsburgh.org

POSITION OVERVIEW

The Director of Human Resources will be responsible for planning, organizing and directing the Human Resources department to recruit and retain a high quality workforce and to develop an employee and participant oriented organizational culture that emphasizes quality, continuous improvement and high performance. Key responsibilities include the monitoring of HR policies and procedures, employee recruitment and retention, management development, compensation and payroll, staff training and professional development, performance management, and legal compliance. The Director of Human Resources is a key member of the leadership team and reports to the Senior Director of Compliance and Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops plans, oversees, and is actively involved in all stages of the recruitment process for medical and administrative staff, including posting, interviewing, offers, background checks, and on-boarding; finalizes hire letters
- Develops, implements and guides management staff in policies and programs to attract, retain and promote a diverse work force for the organization; provides regular reports on achievement of retention and recruitment goals
- Develops HR policy and procedures following industry best practices, and ensures consistent application of policies across the organization. Maintains responsibility for regular updates of Human Resource Manual and ensures staff compliance with personnel policies and procedures
- Directs and oversees all payroll and benefit related functions including bi weekly processing.
- Advises Managers and employees in appropriate resolution of employment relations issues
- Develops, oversees, and improves the performance evaluation system at LIFE Pittsburgh, ensuring the consistent application of evaluation standards and procedures across the organization
- Creates and ensures uniformity of job descriptions. Conducts wage and salary surveys and works with managers to create pay and benefits packages to attract high quality applicants to LIFE Pittsburgh.

- Directs, plans and oversees required trainings for all staff including: training for leaders and managers in HR practices such as interviewing and hiring, performance reviews, and terminations and oversees the organizational training plan for direct care and professional staff in accordance with regulatory guidelines and identified area's for development
- Creates and manages the employee continuing education program and works with leadership team on succession planning and employee development.
- Monitors a system to respond to employee inquiries regarding policies, procedures, and programs; counsels employees regarding complaints and discrimination claims.
- Conducts exit interviews and prepares employee separation notices and related documentation. Manages all activities related to unemployment claims.
- Evaluates, implements and maintains a comprehensive Human Resource Information System and compiles reports from these information sources as requested
- Assist with organizational needs in regards to outside suppliers to provide employee services, such as temporary employees or search firms.
- Maintains compliance with federal and state employment regulations

PERFORMANCE OBJECTIVES

The ideal candidate will be expected to successfully complete the following within 12 months of being hired as the Human Resources Manager

1. **Conduct a Human Resources Audit.** Conduct a HR Audit to determine compliance with applicable laws and best practices, and establish an action plan for dealing with identified and potential issues. Also responsible for the revision and implementation of an updated Employee handbook and HR Policies & Procedures manual.
2. **Evaluate and assess the current HRIS & Payroll systems.** Conduct a review of the current HRIS systems and through a needs assessment, identify and locate solutions and plans for implementation.
3. **Establish a recruiting and hiring process and retention plan for all positions.** Work collaboratively with leadership of the organization to create an appropriate process for recruiting, interviewing, hiring and orienting new employees. Train all managers in appropriate hiring and interviewing techniques. Identify the actions necessary to increase retention of employees by 10% in the first year.
4. **Creates and establishes a training plan.** Oversee and directs the education department in the creation of the LIFE Pittsburgh education program that address regulatory compliance and identifies trainings needs of the organization.

KNOWLEDGE, SKILLS, AND QUALIFICATIONS:

- At least 5-7 years generalist Human Resources experience with a focus on recruiting, retention, and employee development. A healthcare background is a plus but not required.
- BA/BS or equivalent required; Masters Degree, PHR or SPHR certification preferred
- Expert knowledge of state and federal employment laws, wage and salary rules and regulations
- Demonstrated ability to function in rapidly growing and fast-paced work environment; ability to multi-task while prioritizing important issues
- Ability to work independently as well as part of team
- Open, confident, proactive professional who is accessible, flexible, has excellent written and oral communication skills
- Demonstrated commitment to recruiting and developing a high quality work force.
- Strong professional ethics and a sensitivity to maintaining confidentiality

COMPETENCIES REQUIRED

Understanding Others: Understands why groups do what they do; picks up the sense of the group in terms of positions, intentions, and needs; understands what they value and how to motivate them; can predict what groups will do across different situations.

Organizational Agility: Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the culture of organizations.

Integrity and Trust: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Interpersonal Savvy: Relates well to all kind of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

Hiring and Staffing: Has a nose for talent; hires the best people available from inside or outside; is not afraid of selecting strong people; assembles talented staffs. **Sizing Up People:** Is a good judge of talent; after reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization; can accurately project what people are likely to do across a variety of situations.

Building Effective Teams: Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

Peer Relationships: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

Managerial Courage: Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

TO APPLY

To apply for this position, please send a cover letter indicating salary requirements and your resume to resumes@deweykaye.com. Please reference the following in the subject line of your email: **Director of HR, LIFE Pittsburgh, (#194-MH687)**.

If you do not receive an email confirmation of your submission within 3 business days, please contact Dawn Kopp at dkopp@deweykaye.com or 412-434-1335.
Please direct all inquiries related to this position to Dewey & Kaye.

LIFE Pittsburgh is an equal opportunity employer