

Director of Human Resources

Employee Name:

Reports to: Chief Operations Officer

FLSA Status: Exempt

Position Summary

The Director of Human Resources is directly responsible for the overall administration, coordination and evaluation of the Human Resources function while collaborating interdepartmentally to implement corporate policies and procedures. Interested individuals must have strong communications skills, be highly professional, be able to demonstrate the ability to identify problems, develop strategies for improvement and be committed to working collaboratively interdepartmentally in a mission driven environment. Successful candidates for the Director of Human Resources should be passionate about providing high-quality, patient centered care. Horizon Health Care offers a team-oriented work environment focused on meeting the needs of individual patients while supporting and contributing to the health and wellness of our communities.

Essential Duties and Responsibilities

The following key duties and responsibilities are identified for the Director of Human Resources. Other duties may be assigned.

- Create and implement goals for Horizon Health Care that are inline with organizational strategic plan to ensure operational efficiency. Directly responsible for the overall administration, coordination and evaluation of the Human Resources function. Actively participate in annual budget and monitoring budgets throughout the year to ensure financial viability and sustainability of the organization.
- Routinely monitors, makes recommendations and provides guidance to Executive Management and organizational departments for improvement of Horizon Health Care's policies, procedures and best practices. Identify problems and propose solutions; working to develop necessary plans and implement new solutions, both independently and as a team. Ensuring interdepartmental communication and collaboration is had with all clinical and administrative teams in a positive and professional manner that is in alignment with organizations mission and values.
- Maintains knowledge of industry trends, employment legislation and insures Horizon Health Care's compliance. Responsible for Horizon Health Care's compliance with all Federal and State legislation pertaining to all personal matters. Communicates changes in Horizon Health Care's policies and procedures as needed and insures proper compliance and communication is followed. Consult with legal counsel as appropriate and/or directed by the Executive Management team.
- Actively assist in developing a staffing model that promotes excellence in patient care for current needs and ongoing growth of Horizon Health Care. Fostering an environment in which people feel valued, respected, and energized to explore new opportunities.

- Preparing resources, materials and correspondence for distribution internally and for other related external businesses and governmental agencies as needed.
- Participates and/or lead projects assigned; projects may be for single sites or organizational wide.
- Work directly with departmental managers and staff to assist them in carrying out their responsibilities on personnel matters, etc. Ensuring an adequate resource library is available to help support, mentor and grow our employees and managers. Routine monitoring to add additional resources as needed.
- Provide overall ownership and leadership in recruiting, interviewing and hiring process to ensure organizational needs are adequately being met. Monitoring and evaluating process to identify areas of needed improvement or areas of opportunity to streamline efficiency.
- Provides overall ownership and leadership in the exit interviews to determine reasons behind separation and provide recommendations and direct implementation of areas of improvement or opportunities.
- Attend and represent Horizon Health Care at various meetings and take and compose minutes as appropriate; prepare agendas and associated materials to ensure all appropriate individuals are updated.
- Maintain the confidentiality and safety of patient health information by complying with organizational HIPAA Privacy and Security policies.
- Collaborate with care team during team meetings, huddles and staff meetings as an active, positive participant of clinic team.
- Ensure clinic complies with OSHA regulations and infection control standards while working to maintain operations of equipment.
- Engage in emergency preparedness procedures within the clinic, including maintenance of CPR certification.
- Maintain supply inventory in clinic setting, if requested.
- Other duties as assigned by supervisor.

Employee Expectations

- Horizon Health Care expects employees to exhibit **INTEGRITY** by acting with professionalism, honesty, and fairness while interacting with patients, employees and the communities we serve. Employees are expected to share ideas, participate in community events and do what's right to keep our communities well. Employees will consider departmental needs within the context of the larger organization and work together to ensure appropriate and effective use of resources. Leaders understand that conflict and disagreements are expected, but that all team members will come to an agreement and support decisions once they are made.
- Horizon Health Care expects employees to seek **INNOVATIVE** solutions for the challenges we face. Employees will use their unique strengths, creativity and passion to meet and sustain the mission of the organization. Employees will embrace new ideas that support the organization's purpose of keeping communities well. Leaders will research and understand industry trends, best practices and emerging practices to support Horizon's reputation as an industry leader.

- Horizon Health Care expects employees to be good **STEWARDS** of our financial and human resources. Employees should look for opportunities to improve efficiency in their respective departments and throughout the organization to ensure appropriate use of resources. Leaders will continually seek to ensure that resources are fairly appropriated and are used to advance the mission, vision and values of the organization.
- Horizon Health Care expects employees to deliver **QUALITY**, evidence-based and culturally sensitive care. Employees will work as a team to identify best solutions that support the delivery of high quality care in their communities. Employees will strive to deliver service, products and communications that are accurate, easy to understand and appropriate for their audience. Leaders will engage in conversations, review data and generate reports to support the continued delivery of quality care across the organization.
- Horizon Health Care expects employees to **COLLABORATE** with one another, as one organization and within our communities. Employees will work with others across the organization to leverage their strengths. Employees will diligently research and understand problems before bringing them to the attention of a larger team to ensure that resources and time can be used appropriate to address concerns that are most impactful to the organization. Leaders will identify strategic partners (within local communities and across the state and nation) with whom we can work to advance our mission and vision to keep our communities well.
- Horizon Health Care expects employees to demonstrate **TEAMWORK** by working together to achieve success. Employees will support one another by celebrating successes, assisting those who are struggling and holding one another accountable to the mission of our organization. Employees will actively work to identify and work alongside team members' strengths, rather than calling out their weaknesses. Leaders will build strong and capable teams that add value to their department and strengthen the organization.
- Horizon Health Care expects employees to show **RESPECT** to patients and colleagues by treating everyone with dignity and kindness. Employees will value the ideas of others and show consideration for others' needs and feelings. Employees will lead with grace, ensuring that we work to assume the best in people, rather than the worst. Leaders will value the skills and experiences of one another, and ensure that all voices are heard.

Supervisory Responsibilities

Will directly supervise the Human Resource department. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Travel

Director of Human Resources will travel to support operations at Horizon Health Care clinic locations, and will travel to continuing education workshops and other meetings as needed.

Position Qualifications

Education/Experience

- Master's Degree or education and work history equivalent.
- Minimum of 5 years related experience and/or training.
- Certification in PHR or SPHR preferred.

Skills

Successful employees will maintain a professional demeanor, and demonstrate well-rounded interpersonal skills, in addition to the following:

- Excellent written and verbal communication skills
- Willingness to make and accept consequences for decisions
- Engagement and passion for work
- Ability to inspire, motivate and develop staff
- Think both critically and strategically
- Ability to manage time, prioritize tasks and work under pressure
- Ability to lead and manage projects

Technology Skills

Position requires daily use of Electronic Health Record system, email, Microsoft Office programs, Human Resource Information System and telephone system.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands/fingers to handle or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must be able to routinely lift 10 pounds and may occasionally lift and/or move items up to 50 pounds. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

Employee generally works within the interior of a healthcare clinic or office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee may travel locally between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. Hours of operation and specific staff scheduling may vary between worksite based on operation need. The noise level in the work environment is usually moderate.



Nothing in this job description restricts the right of Horizon's management team to assign or re-assign duties and responsibilities to this job at any time.

I accept the position of Director of Human Resources and agree to perform the identified job duties and accept the responsibilities in accordance with Horizon Health Care's established policies and procedures.

Print Employee Name

Employee Signature

Date