

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

Human Resources Director

JOB DESCRIPTION

March 2024

REPORTS TO: Chief Executive Officer

SUPERVISES: Payroll Specialist

FLSA CLASSIFICATION: Exempt

SUMMARY: The Human Resources Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the HR department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

ESSENTIAL FUNCTIONS:

- Oversees and assists in the daily workflow of the department.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Administers or oversees the administration of human resource programs including but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Oversees the administration of the payroll program ensuring the validity of and accuracy of data entered into the payroll system.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Develops and maintains policies and procedures that pertain to the Human Resources department.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice

PROFESSIONAL REQUIREMENTS

- Adhere to dress code; appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.

- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- Bachelors degree in Human Resources, Business Administration or related field.
- At least 7 years of human resources experience required; management experience a plus.
- Knowledge of Paycom preferred.

PHYSICAL REQUIREMENTS

- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 15 pounds.
- Corrected vision and hearing to within normal range.

Employee

Date

Supervisor

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.