

JOB TITLE: Director of Human Resources STATUS: REG/SALARIED/EXEMPT
REPORTS TO: Executive Director SCHEDULE: M-F, 40-45 hours/week
DEPT: Administration REVISED: 11/10/2021

Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

To manage human resource matters affecting WSRM activities in accordance with all applicable federal, state and local laws.

DUTIES AND RESPONSIBILITIES:

General Responsibilities

- Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions, ensuring policies, procedures, and reporting are in compliance.
- Responsible for maintaining the WSRM Employee Handbook, working with Leadership Team input when revisions are needed.
- Ensure all employees confidential personnel files, both electronic and paper, are kept up-to-date in accordance with applicable laws and regulations.
- Administer performance evaluation program to ensure effectiveness, compliance, and equity within the organization.
- Assist Directors, Managers, and Supervisors with information and documentation of disciplinary actions, ensuring documentation is filed in the employee's personnel file.
- Update, write, and revise personnel related forms, booklets, policies and procedures as needed.
- Review wage and salary levels on an annual basis or as needed, providing information needed for annual budget and other reports as requested.
- Coordinate staff recognition and morale programs.
- Perform bi-weekly payroll processing as coordinated with the Finance Director, providing backup for each other.
- Provide assistance, support, information, and instruction to staff as needed.
- Perform other duties and projects as assigned.

Hiring/Termination of Employees

- Review current job descriptions with hiring manager, updating as necessary prior to posting.
- Oversee posting of job openings and recruiting for qualified employees to fill vacant positions.
- Communicate with applicants; forward applicant information to hiring managers.
- Assist hiring Managers with the interview process, as needed.
- Once a candidate is selected,
 - Obtain Background Checks information.
 - Verify approval of hire with Executive Director.
 - Ensure the Hiring Manager has the detailed information to make a formal offer, and to set a starting date.
 - Once the verbal offer has been made and accepted, provide the future employee with the new hire paperwork to be completed.
 - Set the new employee up in the employee related systems (timekeeping, payroll, benefits).
- Onboard New Employees
 - Review the various employee payroll related systems use and log in procedures
 - Timecard system
 - WSRM email
 - Paystub system
 - WSRM intranet
 - Provide documentation and review benefit information as related to the employee's position.
 - Provide hard copy of WSRM Employee Handbook, and give general overview.
- Ensure Employee Personnel File Documentation is complete.
- Announce New Hire, and ensure all job postings have been removed once position is filled.
- Upon being notified of a resignation (or termination), provide the Supervisor with the Exit Interview checklist, and ensure all items on the checklist have been completed.

Benefits

- Working with insurance brokers, review and renew benefit contracts on at least an annual basis.
- Research and propose new benefits as required by law or as they become available.
- Administer benefit websites.
 - Ensure employee information is correct and current.
 - Add, update, or terminate employees as necessary.
 - Perform compliance related activities.
 - Download and file applicable benefit reports.
- Provide employees with benefit summary annually.
- Conduct new employee and annual benefit enrollments.
- Coordinate staff meetings with benefit providers.
- Respond to employee's questions and concerns.
- Review and approve insurance invoices for accuracy prior to payment.

Safety

- Administer Workmen's Compensation injury claims process, including filing and updates.
- Participates in the Safety Committee.
- Advises on safety protocols to ensure the safety of employees, residents, visitors and customers.
- Conducts routine and follow-up environmental health, safety and hazard inspections.
- Responds to emergency situations, as needed.
- Analyzes accident and incident reports for trends, makes recommendations for correcting unsafe conditions and actions.
- Assigns safety training during on-boarding process and through-out the year to employees.
- Conducts safety training during employee meetings.

EDUCATION/EXPERIENCE:

- Bachelor's degree in Human Resources or related field required. May be waived based upon experience.
- 5 years minimum Human Resource experience required, with an increasing amount of responsibility. Non-profit related experience preferred.
- Two years minimum previous management/supervision experience required.
- PHR, SPHR, or SHRM certification preferred.

SKILLS & QUALIFICATIONS:

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Mature Christian, able and willing to model servant-leadership.
- Active member of the body of Christ; good familiarity with the Bible.
- Strong interpersonal skills, able to listen and guide according to Biblical principles both individually and as a team.
- High initiative, proactively seeking continuous improvement, actively engaging in problem solving.
- Excellent planning, analyses, prioritizing, decision-making, and implementation skills with a high level of personal integrity.
- Excellent oral and written communication skills: strong technical and report writing skills, able to interact well with others, provide training, and impart information.
- Able to lead and encourage others, resulting in achievement of goals and responsibilities.
- Computer literate, proficient in Microsoft Word, Excel, and Email.
- Valid North Carolina driver license, driving record acceptable to WSRM insurance carrier.

WORKING CONDITIONS/PHYSICAL FACTORS:

The work is typically performed in an office environment while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, weighing up to 25 pounds, and uses equipment requiring a high degree of dexterity.

EQUIPMENT/TOOLS USED:

- Computer (Database, Email, Excel, Word, etc.)
- Copier/Scanner/Printer

Employee Signature

Date