



Division/Department:	Administration		
Location:	Main Office		
Job Title:	Director of Human Resources		
Reports To:	Executive Director		
Type of position:	FLSA Status:	Schedule:	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> LTE	40 hours per week
<input type="checkbox"/> Part-time	<input type="checkbox"/> Intern	<input type="checkbox"/> Exempt	

The Director of Human Resources responsible for the overall administration, coordination, and evaluation of the agency's human resources functions.

1. Plan, develop, organize, implement, direct, and evaluate the human resources functions of KHDS.
2. Participate in the development of plans, programs, and budgets as a strategic partner, particularly from the perspective of the impact on employees.
3. Develop recruiting strategies and work with managers to recruit, interview, complete background checks, and hire necessary personnel.
4. Develop, maintain and implement organizational policies and procedures that relate to employees.
5. Support management by providing human resources advice, counsel, and problem solving that follows KHDS policies.
6. Develop personnel policies and procedures that meet federal and state standards
7. Work with Executive Director/Associate Director to develop and maintain pay structure to insure following FLSA guidelines, and is adequate to retain and recruit quality employees.
8. Ensure employee personnel files are maintained in compliance with applicable legal, state certification and licensing requirements.
9. Work with Executive Director/Associate Director to negotiate and manage all vendor contracts for the Human Resources Department including but not limited to the following: health, dental, life insurance, voluntary supplemental employee products (vision, life, LTD/STD), HRIS/Payroll systems, applicant tracking, FMLA administration and any other human resources related third party vendors.
10. Attend weekly senior management meetings
11. Participate in board meetings and work groups as requested
12. Represent Kenosha Human Development Services, Inc. in all HR related issues such as, EEOC, Worker's Comp, ADA, DOJ, OSHA.
13. Evaluate and approve all position descriptions and ensure the salary range is competitive.
14. Coordinate orientation and training for new employees and ensure that on-going training is completed as required for state certifications or licenses.
15. Take on additional tasks as directed by the Executive Director/Associate Director.

1. Conduct oneself in a professional manner.
  - a. Maintain the confidentiality and other rights of participants, families and staff. Follow HIPPA Guidelines for all verbal and written communication.
  - b. Problem-solve difficult situations in a timely manner.
  - c. Manage difficult or emotional patient situations by responding promptly to needs, requests for assistance and services.
  - d. Give, receive and act upon feedback from supervisors and co-workers in an appropriate manner.
  - e. Maintain professional boundaries with patients and co-workers at all times.
  - f. Understand cultural diversity and have respect for others' values and culture.
  - g. Attend training as requested by supervisors.
  - h. Other tasks as assigned by supervisors.

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1. Ability to effectively communicate, both written and verbally, in the English language.
2. Must have reliable transportation and valid driver's license with good driving record.
3. Must carry own auto insurance with at least 100,000/300,000/100,000 coverage.
4. Ability to maintain records and document case notes daily.
5. Ability to give and accept feedback as a part of a team.
6. Ability to traverse within the workspace and community frequently.
7. Be willing to learn and work with the treatment philosophies.
8. Bilingual in Spanish a plus.
9. An understanding of the "culture" of KHDS.
10. Knowledge of the principles of human resources and has current knowledge of trends.
11. Knowledge of management and supervisory principles and practices.
12. Skill in problem solving and decision-making.
13. Skill in planning, analyzing and coordinating activities and establishing priorities.
14. Skill in verbal and written communication.
15. Skill in establishing and maintaining effective positive working relationships.
16. Excellent organizational and training skills.
17. Ability to work with people from a variety of culturally diverse backgrounds.

*If you are interested, please apply online at [www.khds.org](http://www.khds.org) by **, 2 0***

Follow the [Employment Opportunities](#) link to apply

For questions regarding the application process, please contact HR staff at:

jroman@khds.org or 262-764-8555

Kenosha Human Development Services is an Equal Opportunity Employer. We do not discriminate on the basis of age, race, color, sex, religion, disability, national origin, veteran status, sexual orientation, sexual identity, or any other status protected under federal, state, and local law. All employment is decided on the basis of qualifications, merit, and business need.