



Date: April 7, 2016

Position Title: **Human Resources Manager, part-time**

Department: Administration

Posting Deadline: April 15, 2016

Senior Services of Southwest Michigan is seeking to fill a part-time, non-exempt Human Resources Manager position. The Human Resources Manager is responsible for providing leadership in the development and implementation of the agencies' Human Resources policies and programs. This role will maintain and enhance the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Will assist with the development, review, and implementation of Human Resources policies and programs; provides interpretation of and assures compliance with the policies, procedures, programs, etc. Assures that the policies reflect the best practices available, consistent with the mission and values of the organization. This position will be responsible for recruiting, sourcing, screening, and assisting in the hiring of new employees; helps to create a brand approach to recruiting and diversity throughout the organization; conducts background screens, credentialing and accreditation of all employees on an annual basis or as required by funder/grant.

Will support the ongoing development of employees through training and constructive feedback; provides leadership in employee evaluation and reviews to assure effective performance management systems are in place and that annual evaluations are completed; assures staff in leadership positions are properly trained and coached in Human Resources related matters.

Will also work collaboratively with the Finance Department to administer employee benefit programs to include health, dental, and workers' compensation, and other related programs; conducts salary surveys and analysis, and implements effective compensation tools, systems, and strategies. Will also manage employee records and systems covering personal data, changes in compensation, benefits, and medical data, performance evaluations and disciplinary action, and other related information; conducts annual surveys seeking staff input and recommendations on new and/or revised policies and procedures while soliciting input from staff on numerous topics.

This position requires a Bachelor's degree in Human Resources Management, or commensurate experience. PHR or SPHR certification is desirable. Knowledge and expertise to guide, educate, and counsel the organizational staff; values continuous learning and employee development required. Demonstrated commitment to affirmative action, equal opportunity, diversity, and employee assistance. Demonstrated ability to formulate strategic plans and execute strategic initiatives; demonstrated knowledge of, or prior success with, the principles and practices of performance management, particularly with progressive staff discipline and conflict resolution; and, demonstrated knowledge of, or prior success with, effective recruitment, education and retention practices.

Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Senior Services of Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; fax to: 269-382-3189; or email to: [humanresources@seniorservices1.org](mailto:humanresources@seniorservices1.org) (**no phone calls, please**). Or, if you prefer, please go to our website: [www.seniorservices1.org](http://www.seniorservices1.org) to complete an online application.

Senior Services of Southwest Michigan is an Equal Opportunity Employer. This agency participates in E-Verify.