

## Suncoast Mental Health Center, Inc.

### Human Resources Manager Job Description

<b>POSITION</b>	Human Resources Manager
<b>DEPARTMENT</b>	Human Resources
<b>SUPERVISED BY</b>	CEO
<b>DIRECT REPORTS</b>	Office Manager, HR Assistant and Payroll Assistant

<b>GENERAL STATEMENT OF RESPONSIBILITIES</b>
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This is a full time salaried exempt position. This position’s main focus is on the daily operations of the Human Resources. This position handles the day to day operation of the Human Resources Department.

<b>SPECIFIC AREA OF RESPONSIBILITY</b>
<ul style="list-style-type: none"> <li>• Responsible for management of the HR department; including new hires, benefits, termination, disciplinary process, employee status changes, policies and procedures, safety in the workplace, unemployment, worker’s compensation, and employee credentialing include AHCA</li> </ul>
<ul style="list-style-type: none"> <li>• Supervise HR Assistant regarding new hire paperwork, orientation, trainings, drug testing, background checks, I-9 verification, past employment history, employee handbook, trainings, maintaining employee files, updating employee changes and any necessary paperwork. Perform HR Assistant duties as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Supervise Office Manager regarding vendors, leases, I T, as well support staff</li> </ul>
<ul style="list-style-type: none"> <li>• Supervisor Payroll</li> <li>• Perform payroll duties as needed</li> </ul>
<ul style="list-style-type: none"> <li>• Handle employee incidents as well employee complaints; conduct investigations as needed</li> </ul>
<ul style="list-style-type: none"> <li>• Keep abreast of HR and Legal Laws and Regulations</li> </ul>
<ul style="list-style-type: none"> <li>• Communicate and enforce organizational policies and practices, make suggestions for review and improvement, ensure that application and practices fall within intent and guidelines of policies on a consistent basis</li> </ul>
<ul style="list-style-type: none"> <li>• Advise CEO and other management team members of any issues with employees, clients and/or outside agencies</li> <li>• Provide leadership to all staff</li> <li>• Provide guidance to Suncoast supervisors with the 3-month reviews as well annual reviews</li> </ul>

**SPECIFIC AREA OF RESPONSIBILITY CONTINUED**

- Conduct Exit interviews
- Draft and place employment ads
- Handle all HR and benefit related invoices
- Assist with Grants
- Attend monthly management meeting
- Attend all county monthly staff meetings
- Attend monthly HR committee meeting
- Organize All Staff meetings
- Be a member of SHRM
- Function as a team player, both within the specific program and as a member of Suncoast Mental Health Center, Inc.
- Serve as a positive role model for clients/families in attitude, attire, professionalism, and responsible behavior.

**MINIMUM QUALIFICATIONS**

<b>Education</b>	Bachelor’s Degree in related field required. Equivalent years of HR experience may substitute for some of the education requirements.
<b>Experience</b>	Minimum Three (3) years’ experience in human resources required and supervisory experience. Experience in non-profit and/or mental health preferred
<b>Special</b>	Local travel may be required.

**CERTIFICATION OF RECEIPT AND UNDERSTANDING**

**I hereby certify that I have received a copy of my position description and that I have read and understand my duties as described in the job description. I also understand that in the first 90 days I am in this position, I will be in a probationary period.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Human Resources