



313 Jefferson Ave
Toledo, OH 43604
419.720.7883 ext. 212

Assistant Human Resources Director

Reports to Director, Human Resources

GENERAL FUNCTION:

The Assistant Director, under minimum direction of the Human Resources Director, is responsible for assisting with and supervising all aspects of Human Resources.

DUTIES:

This position will manage/assist the following duties and others as assigned:

- Maintains all personnel and supplemental files in compliance with Federal, State and Federal survey guidelines.
- Management of all provider(s) credentialing.
- Arranging staff training, meetings, etc.
- Keeping staff current on changes in benefits, policies, etc.
- Maintains personnel policy in form and substance current with legal requirements.
- Assists with the management of the Staff Retirement program.
- Assist with managing aspects of the hiring process: place ads, arranges interviews, post positions, etc. Support staffing plan efforts within the organization.
- Keeps employment notices and other information current
- Participation in various committees
- Will act as the Designated Employee Representative (DER) for the Drug Free Workplace Policy
- Will fulfill all the responsibilities of the Director of HR in their absence, communicating effectively with leadership as necessary.
- Other duties as required.

ATTENDANCE:

- Regular physical attendance at the worksite(s) is an essential function of this position as client interaction cannot be performed remotely.

QUALIFICATIONS:

- Bachelor's degree preferred, but not required. Comparable education and experience will be considered.
- Work experience in the healthcare field is preferred

- Exceptional writing and personal communication skills essential.
 - Must be task oriented, have strong oral skills and must be comfortable speaking in public.
 - Minimum of two (2) years management experience in human resources/personnel setting necessary.
 - Good organizational and technical skills
 - Ability to work under demanding conditions
 - Strong team-player w/time management capabilities
 - Technologically savvy with knowledge of the tools available to recruit and engage.
- Projects good image of the organization

Benefits:

- **Monday - Friday (8:00 - 5:00PM)**
- **Paid Holidays (10 per year)**
- **Paid Time Off**
- **Health, Dental, Vision and Life Insurance**
- **403(b) Retirement Plan**
- **Company Paid Life Insurance**

Salary: please submit salary expectations along with resume