

Employment Opportunities

EO-175

April 13, 2021

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

A one-time listing in Position Wanted is \$50 for a direct reply ad and \$75 for a blind ad. Additionally, blind ads for Position Wanted must be submitted with 10 copies of the applicant’s resume. Submit copy, not to exceed 150 words in length, with the appropriate remittance to the LeadingAge Wisconsin office.

Employment Opportunities are typically included in our bi-weekly *e-News* newsletter. However, due to all the rapid changes with COVID-19, LeadingAge Wisconsin staff has temporarily discontinued sending issues of *e-News*, but instead are sending COVID-19 Updates on a daily basis. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-PA-712 Director of Human Resources – Milwaukee, WI

Villa St. Francis, a large Senior Assisted Living Community-Based Residential Facility (CBRF), on Milwaukee's south side is looking for a Director of Human Resources. The successful candidate must have the high level technical and interpersonal skills needed to be a "hands on" manager of the organization's HR functions. The incumbent will collaborate as a partner and consultant with the leadership team to develop and implement HR strategies tied to business goals and objectives. This position reports to the President/CEO.

Job Functions:

1. Plan, direct and carry out policies relating to all HR activities
2. Recruit, interview, and select employees to fill vacant positions
3. Ensure compliance with all applicable federal and state employment-related laws including candidate/employee credentialing
4. Ensure compliance with all DHS-83 CBRF licensing regulations including training scheduling/coordination

5. Track employee transactions such as hires, promotions, transfers, and terminations
6. Plan and facilitate training including supervisory training and new employee orientation
7. Manage and coordinate unemployment comp, workers comp, employee leaves, etc.
8. Investigate complaints, employee relations issues and accidents, and create reports and resolutions
9. Lead employee change, process improvement, and employee communication initiatives
10. Develop and maintain performance evaluation process
11. May evaluate and suggest new benefits or compensation structures or changes to existing plans
12. Conduct compensation analyses and wage surveys to determine competitive wage rates
13. Responsible for HR related budget preparation and benefits administration
14. Handle all HR administrative duties, create job descriptions
15. Verify timecards and assist in payroll approval biweekly

Experience/Skills/Abilities:

- 5 years of direct experience leading an HR function/division; health care HR experience strongly desired
- Familiarity with the full range of HR functions and practices, & procedures including, but not limited to: employee recruitment/retention; employee relations; staff development and training; and benefits administration
- Strong written, verbal, and presentation skills
- High energy, self-starter, ability to collaborate with other functions and HR in a related organization
Proficient in MS Office Programs and HRIS Systems; or other automated time and attendance systems
Familiar with employment law compliance and organization design/development
- Strong organization skills; ability to prioritize
- Rely on experience and independent judgment to plan and accomplish goals
- Working as a cooperative and contributing member of a leader team; a wide degree of creativity and latitude is expected
- Experience in work with health, safety, risk management and Corporate Compliance practices

Education/Certification:

- Bachelor's degree
- PHR or SPHR certification preferred

Employment Term and Type: Regular, Full Time

Full-time benefits: health, dental, vision, FSA, short-term and long-term disability (company paid), life insurance (company paid), Paid Time Off, Holiday Pay, 403 (b) Retirement Account with company match and more!

Please send all resumes to Joe Brooks, Director of Human Resources at jbrooks@villastfrancis.org, thank you.