**Florida Baptist Children’s Homes| One More Child is an equal opportunity employer**

**JOB DESCRIPTION: DIRECTOR OF HUMAN RESOURCES**

Department: Finance and Administration

Reports To: Vice President of Finance and Administration

Recruited By: Vice President of Finance and Administration

Approved By: Vice President of Finance and Administration

Organizational Unit: Headquarters

Status: Full Time

Classification: Exempt

JOB SUMMARY

This is a full time position where the primary responsibility is to provide leadership, development, and

carry out the daily duties of all human resource functions for Florida Baptist Children’s Homes and One

More Child and its supporting entities. The Director of Human Resources is expected to be

Knowledgeable in all related legal and regulatory issues and to make recommendations to the V.P. of

Finance & Administration regarding the application of these polices. The Director of Human Resources

will also be responsible for developing and maintaining personnel policies and procedures for the

agency including recruitment and orientation of staff, in addition to the daily tasks of payroll and file

maintenance.

ESSENTIAL DUTIES AND FUNCTIONS

• Lead the agency’s Human Resources functions.

• Supervise HR staff.

• Promote equality and respect for and appreciation of diversity as a part of the Florida Baptist

Children’s Homes and One More Child organizational culture.

• Oversee and audit payroll processing.

• Oversee new hire administration, including ensuring that procedures are followed and standards

are met consistently across all locations.

• Coordinate with agency leadership to create and maintain job descriptions that include current

essential job functions.

• Ensure complete, compliant and timely maintenance of personnel files.

• Audit personnel files for completeness and accuracy.

• Provide regular reports to leadership regarding the agency’s human resource metrics.

• Coordinate benefits for agency staff (health, dental, vision, cafeteria plan, disability, retirement,

life, workers’ compensation, wellness program), and oversees related administration and

reporting.

• Advise and work with other agency leaders in addressing individual and corporate staff training

needs.

• Oversee, maintain and assist agency leaders in developing and carrying out grievance procedures.

• Counsel and assist supervisors with disciplinary issues.

• Coordinate with agency leaders on staffing strategy and recruiting.

• Coordinate the organization’s annual review process.

• Provide oversight in regards to FMLA requests.

• As needed, consult with organization’s HR legal counsel to assist agency leadership in legal

matters and litigation proceedings related to Human Resources.

• Perform other duties as assigned.

MINIMUM QUALIFICATIONS

• Bachelor’s Degree required, Masters preferred.

• Five or more years’ human resources experience required.

• Proficient in Microsoft Outlook, Excel and Word.

• Experience with ADP preferred.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

• Presents him or herself outside the organization in a manner in keeping with the organization’s

core values and guiding principles, specifically as a Christ follower, has a passionate call to help

children, is emotionally committed, is genuinely compassionate and has a humble willingness to

serve

• Ability to maintain confidential employee, client and organization information

• Dependable, highly motivated self-starter

• Detail oriented, highly organized and able to handle a variety of tasks and responsibilities in a

timely and efficient manner with a high level of quality and accuracy

• Effective communication skills, both oral and written

• Ability to understand and follow oral and written instructions, meet deadlines and work

independently and as part of a team

• Ability to build effective professional working relationships internally and externally

• Ability to solve daily problems by analyzing situations, determining appropriate next steps and

implementing

• Ability to maintain a positive attitude that promotes constructive resolution of problems and

concerns

• Foresight and willingness to delegate

• Conflict management skills

• Lead and supervise a team

• Recognize strengths and weaknesses in staff and take corrective actions as necessary

• Time and priority management skills

• Commitment to recruit, mentor, train and retain a diverse and effective team

• General knowledge of standard office practices and office equipment

SPIRITUAL QUALIFICATIONS

• Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.

• Must have a sense of commitment to ministry through vocation.

• Possess a sincere desire to seek God and His kingdom.

• Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily

meditation.

• Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological

beliefs of Southern Baptists.

• Be a member of a New Testament, evangelical Church in the local community and attend

regularly.

• Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision. This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and or computer equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment.

I understand this job description is not intended to be an “all-inclusive” list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_

TO APPLY

Please complete an online application at www.FBCHomes.org > Get Involved > Employment