

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 07/09/98
DATE LAST AMENDED: 08/04/17

TITLE OF POSITION: Chief Human Resources Officer

POSITION NUMBER: 42 - 02

PROGRAM: Human Resources

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: A Bachelor's degree in business, human resources, or human services related field. Master's degree preferred. Five years of human resource experience of which three years must be human resource management. Health care experience preferred. SHRM or HRCI Human Resources certification preferred.

Compliance with minimum standards for screening of mental health personnel as contained in Florida Statute 394.4572.

SUPERVISOR: President/Chief Executive Officer

POSITIONS SUPERVISED: Human Resources Coordinator, Human Resources & Credentialing Specialist, QI Specialist

SALARY MINIMUM: \$60,000

WAGE AND HOUR STATUS: Exempt (Administrative)

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:¹

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Guide and manage the overall provision of Human Resource services, policies, and programs. The major areas directed are:
 - recruiting, staffing, and credentialing;
 - performance management and improvement systems;
 - compliance with employment law and regulatory concerns;
 - employee orientation, development, and training;
 - personnel policy development and documentation;
 - employee relations and communications;
 - compensation and benefits administration;
 - employee safety, welfare, wellness and health;

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

2. Insure that the Quality Improvement program operates in accordance with:
 - policies and procedures of the Life Management Center of Northwest Florida, Inc.,
 - contract provisions,
 - legal rules and regulations, and
 - professional standards.
3. Provide leadership in complying with accrediting, CARF, regulatory agencies and professional standards; and in developing, implementing and monitoring data systems, including data collection, analysis and application in decision making and performance improvement.
4. Determine staff training needs and requirements. Organize and document training and insure communication with supervisory staff to facilitate employees' completion of necessary training.
5. Plan Quality Improvement and Staff Development operations. Organize staff to most effectively subdivide the work of the program and insure that responsibility is assigned and authority delegated as necessary to accomplish this work.
6. Perform Safety Director functions.
7. Perform Compliance Officer functions.
8. Perform HIPAA Privacy Officer functions.
9. Serve as Designated Agency Authority for the Drug Free Workplace Policy.
10. This position will serve as the official Auxiliary Aids Coordinator and will ensure the Single Point of Contact is designated. The Single Point of Contact for auxiliary aids coordinates the provision of auxiliary aids and services to the deaf or hard of hearing, and those with limited English proficiency. The position will be responsible for the following:
 - Provide Customer Feedback Forms to each deaf or hard of hearing Customer or Companion who is provided an interpreter or other appropriate auxiliary aid or service;
 - Complete Self Assessment Tool to evaluate DCF's operational performance in providing appropriate auxiliary aids and services to deaf or hard of hearing persons and to identify methods to improve the provision of such auxiliary aids and services; and
 - Assist designated personnel with any concerns, grievances or complaints raised by deaf or hard of hearing Customers or Companions regarding effective communication as soon as reasonably possible, with a goal of resolving all matters raised while the Customer and/or Companion is in a DCF Direct Service Facility.
 - Manage service records and report the data and any resource and/or training needs to the designated ADA/Section 504 Coordinator (Civil Rights Officer).
11. Collaborate with the Chief Executive Officer and other Program Directors to formulate and achieve the Center's objectives.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) Not applicable	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking: ☒ Yes ☐ No
Hearing: ☒ Yes ☐ No
Reading Comprehension: ☒ Yes ☐ No
Repetitive motion with hands, wrists, arms
(e.g keyboard, typing, handwriting, etc.) Typing ☒ Yes ☐ No

Ability to lift and carry up to **15** pounds.

Ability to handle stressful situations: ☐ Minimal ☒ Moderate ☐ Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

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