

Apostolic Christian LifePoints

Job Description

Position:	Chief People Officer
Facility:	Agency
Department:	Office
Reports to:	Executive Director
Supervises:	Office Personnel and Volunteers

Scope of Position: The Chief People Officer is responsible for determining and providing leadership in developing and executing human resources strategy in support of the overall mission, business plan and strategic direction of Apostolic Christian LifePoints (ACLP). Specific areas of focus include succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The individual in this role provides strategic leadership by articulating Human Resource needs and plans to the executive management team, board of directors and appropriate external stakeholders.

The Chief People Officer will lead and manage employee communications, employee relations, policy development, legal compliance, compensation and benefits. Is responsible for nurturing, shaping and sustaining the overall cultural strategy for ACLP.

All job functions are accomplished in accordance with current applicable Federal, State, and Local standards, guidelines and regulations.

The Chief People Officer reports directly to the executive director and will work closely with executive leadership to create and sustain culture as strong component of the company's overall business strategy.

Qualifications:

1. Ability to read, write and speak the English language
2. Must be a minimum of twenty-one (21) years of age and of good moral character;
3. Must possess, as a minimum a Bachelor's degree with two years Human Resource experience, or a Master's Degree with one year Human Resource experience; or comparable experience;
4. Must have, as a minimum, two (2) years experience in an administrative supervisory capacity;
5. Must have or obtain the Professional in Human Resource Certification (PHR) or comparable certification within the first year of employment;
6. Must have knowledge of insurance procedures, contracts, and others, covering business transactions;
7. Must possess solid computer skills including fluid use of standard office software; strong Microsoft Excel knowledge is a plus;
8. Demonstrate strong communication skills including but not limited to negotiation, influence and consensus building in order to interface with employees/customers at all levels within the organization as well as external customers, vendors and agencies;

9. Must have a proven record of effective leadership and management of people and situations; and be able to execute this consistent with ACLP's mission/vision/values;
10. Demonstrate ability to assess, attract and develop talent.
11. Possess knowledge of human resource management and talent development with an ability to provide a high level of customer service;
12. Exercise independent judgment and decision-making skills and inspire decision-making by others. Work in a fast paced environment. Be a strong conceptual thinker with pragmatic approach to driving day-to-day operations. Engage in a collaborative style and approach.

Core Expectations:

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees.
2. Follow the safety requirements for agency and department.
3. Respect the rights and dignity of clients.
4. Retrieve and record data in the electronic charting system
5. Perform job functions with accuracy and dependability
6. Show initiative in fulfilling the ACLP's mission and vision in all aspects of the job

Job Responsibilities:

1. Develop HR plans and strategies to support the achievement of the overall agency strategic objectives.
2. Establish and implement HR efforts that effectively communicate and support the ACLP mission and vision.
3. Function as a strategic advisor to the executive director and team regarding key organizational and workforce-related issues.
4. Work with ACLP's executive team to establish a sound plan of management succession that corresponds to the strategy and objectives of the firm.
5. Develop comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals.
6. Develop and implement comprehensive compensation and benefit plans that are competitive and cost effective for the firm.
7. Develop and deliver/rollout corporate messaging through various communication vehicles/tools that effectively articulate company strategy encouraging employee engagement and driving desired performance.
8. Provide overall leadership and guidance to HR function by overseeing talent acquisition, career development, succession planning, retention, training and leadership development, compensation and benefits.
9. Provides direction for ensuring Property & Casualty and other related Insurance programs meet company needs, comply with legal requirements, and are cost effective.
10. Develop and maintain HR budgets.
11. Communicate and collaborate patiently but effectively; to move an agenda along while maintaining the role of trusted advisor; to be an insightful and thought leader.
12. Provide practical formal/informal executive coaching and development in all areas of leadership, particularly in cultural creation, alignment and change management at the individual, team, and organizational level, including the development and management of formalized performance management and feedback processes/
13. Assume the administrative authority, responsibility, and accountability of directing the activities of the HR department

14. Plan, develop, organize, implement, and direct the day to day functions of the HR Department
15. Develop, review and maintain written policies and procedures that govern personnel operations of the facilities
16. Develop, prepare, review, interpret and present oral written reports to various stakeholders.
17. Develop and maintain written job descriptions and performance evaluations for each staff position within the department
18. Participate in surveys (inspections) made by authorized government agencies as appropriate for the department
19. Seek to standardize methods in which work will be accomplished among programs and facilities
20. Review and evaluate the department's work force and make recommendations for modifications as appropriate and to the appropriate individuals.
21. Coordinate with other departments and services to ensure continuity of the residents' total regimen of care
22. Develop and participate in the planning and conducting of training classes to ensure personnel are well educated and meet agency requirements for each position both initially and ongoing
23. Maintain public relation based on integrity that serves the best interest of the facility and the community
24. Maintain appropriate documentation
25. Develop, establish, maintain, and store records in accordance with policies, procedures and other departmental input
26. Keep abreast of the rules and regulations at state, federal and local levels pertaining to the programs, residents and facilities
27. Assure that the agency is in compliance with current applicable federal and state employment regulations regarding wages, overtime, work hours, workman's compensation/ unemployment, and others
28. Provide training to Department Heads regarding Human Resource issues

Other Responsibilities:

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

Physical and Sensory Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to bend, stoop, and move intermittently throughout workday;
2. Must possess stamina to spend much of the workday sitting, standing or moving around;
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately;
4. Must possess emotional stability to work respectfully and harmoniously with clients and other staff;
5. Must be able to use a computer, phone, other tools of the trade as required
6. Must be able to lift and move office equipment, furniture, supplies, and others, in excess of 25 pounds

Apostolic Christian Services

Job Description Review

Position:	Chief People Officer
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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I have read or had the Personnel Policy reviewed with me and agree to abide by their directives. I understand there may be changes in the policy during the time of my employment and I agree to abide by the changes also. I have had the opportunity to ask questions of my supervisor regarding the Personnel Policy.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____