

LOUIS THOMAS MASTERSON & COMPANY

Retained Executive Search • Corporate Outplacement • Specialized Human Resources Consultants

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Personal and Confidential Specifications for Human Resources Director Northeast Ohio

The Organization:

The organization is independent and not-for-profit, dedicated to providing excellence in Long Term Care, rehabilitation and senior living services.

Also, the organization is faith-based, open to individuals of all faiths. It consists of a skilled nursing facility and two assisted living programs, a memory support services program and a physical assistance program.

Job Summary:

To oversee the Human Resources Department and its functions within each department of the organization. This person will be responsible to serve as a liaison between the Chief Executive Officer and employees, oversee the application and orientation process for all newly hired employees, maintain employee benefits program, and maintain employee wages and other areas of management regarding personnel issues during pre-employment, employment and post-employment. Policy development, revision and implementation are also major responsibilities for this position as well as assuring the Campus is following all State and Federal employment requirements.

Position Title:

Human Resources Director

Reports to:

Chief Executive Officer

Direct Reports:

Benefits Assistant

Education:

Bachelor's Degree required, Masters or Juris Doctorate preferred.

Summary:

We prefer someone with an open, honest, consistent, and approachable style; someone who has probably worked in a comparably sized organization; and who is equally comfortable both on the technical and the relations sides of the Human Resources function.

Characteristics/Background Qualities:

- Appreciates how a faith-based environment influences employees and work practices
- Good negotiating skills
- People skills, applied in environments similar to our organization
- An approachable, communications style
- Engenders trust from all
- Deals with confidential information in a professional manner
- Goal oriented, accountable, decisive, and results oriented
- A self-starter, takes initiative
- Hard-working, direct, with a strong work ethic
- Appreciates the culture of a small but growing organization

Candidate Requirements:

- Experience - solid generalist experience as the Number One or Number Two Human Resources leader in a Long Term Care setting
- Experience - ten-plus years experience in Long Term Care including five or so years at a manager or director level in Human Resources; less experience could be considered
- Experience - as a member of the Senior Leadership Team, making broad, organization-wide decisions and contributing to the overall planning efforts of the organization
- Experience - knowledge allowing for optimal utilization within the organization for compensation and benefits
- Experience - solid LTC exposure and experience and appreciates the differences and advantages associated with LTC versus acute care
- Experience - appropriate leadership experience exemplified by strong communications, excellent performance management and performance appraisal history, and exceptional work process improvements and standards
- Experience - having established strong, professional relationships with all internal constituencies
- Experience - a well-defined career path within the Human Resources function
- Experience - having participated in the strategic planning process

Candidate Requirements:

- Interpersonal Skills - having successfully demonstrated the ability to manage the entire Human Resources function in a LTC organization, or a major portion of the HR function
- Interpersonal Skills - articulated the organization's Mission and Vision, expectations, accomplishments, and positions on various issues - to various internal constituencies
- Interpersonal Skills - coordinated and administered disciplinary and dispute programs, and advised supervisors during the process recommending courses of action and communications
- Interpersonal Skills - provided advice and counsel to departments on various Human Resources issues - technical and relations oriented, as well as federal and state employment laws, and internal policies and procedures
- Interpersonal Skills - knowledgeable and comfortable in adhering to various legal, regulatory, and professional standards; a JD degree would be a decided advantage
- Interpersonal Skills - able to communicate issues and positions in such a manner that all understand and support the issues and positions with confidence
- Interpersonal Skills - possessing a personality that fits into our organization and our Senior Leadership
- Interpersonal Skills - sets goals on a regular basis, is personally accountable for the accomplishment of his/her goals, and holds others accountable for their goals
- Interpersonal Skills - able to clearly articulate our Mission and faith-based approach to managers, staff, and other constituencies
- Interpersonal Skills - someone the organization trusts and finds highly credible
- Interpersonal Skills - high integrity and able to point to situations in his/her background requiring integrity in decision making and action

Candidate Requirements:

- Career Profile - capable of serving as an advisor to various individuals and groups within the organization on various personnel issues
- Career Profile - knowledgeable about Human Resources trends and issues, and able to appreciate what these trends and issues will mean to our organization
- Career Profile - an active leadership profile and involved in various Human Resources professional organizations, ideally both LTC and HR organizations
- Career Profile - values and promotes strong associate relationships and communications
- Career Profile - speaks to and understands how to maximize available resources in our organization
- Career Profile - effectively plans, coordinates, and implements a range of Human Resources programs and projects
- Career Profile - understands the importance of technology and its applications to our organization
- Career Profile - believes in goal setting and is personally accountable for the accomplishment of his/her goals
- Career Profile - comfortable in a small department environment and understands the importance of simultaneously being hands-on and the department leader
- Career Profile - has a "Get it done!" attitude and approach

Major Issues:

- Accomplish a complete compensation review and revamp
- Accomplish a complete health insurance review; manage the bid process; and implement a new plan
- Make all Job Descriptions compliant with state and federal guidelines
- Review and update the Human Resources Manual to make it compliant with state and federal guidelines
- Train managers in interviewing, counseling, and termination practices

Immediate Objectives:

- Review all state industry data on wages
- Explore other similar organization benefits

Compensation:

- An attractive package consisting of base salary and other, appropriate benefits.

Contact:

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Please refer to 2637 in all correspondence.