



KNOX AREA RESCUE MINISTRIES

*Restoring Lives In Jesus' Name*

## **Human Resource Manager**

Position Title: Human Resource Manager  
Department: People Services  
Reports To: VP-Ministry Support Services  
Direct Reports: N/A  
Status: Full time (40 hr/wk); exempt

### **Summary:**

The HR Manager understands the importance of each person that is hired in building and maintaining a great corporate culture. Thrives on multi-tasking and doing various HR-related projects. A professional goal is to make a positive difference in the world through serving ministry employees. Is responsible for the administration of recruiting and staffing, employee benefits, worker's compensation, performance management, related policies and procedures, and HRIS and recordkeeping.

### **Duties:**

- Exceeds customer expectations; builds and maintains strong internal & external relationships
- Collaborates with a can-do approach

#### Recruiting, Staffing, and Onboarding

- Assists in writing and maintaining position descriptions
- Manages full cycle recruitment process; recruits qualified, talented applicants through creative methods of networking and advertising
- Conducts telephone and in-person interviews; coaches hiring managers conducting interviews and documenting feedback
- Conducts background checks: reference interviews, employment verifications, drug-screening, criminal background checks
- Coordinates the hiring process with managers
- Conducts employee orientations, on-boarding, benefit orientations and enrollment for eligible employees
- Ensures reporting and staffing metrics are maintained timely and accurately

#### Health and Benefits

- Serves as point of contact for all benefit providers/carriers
- Manages and provides accurate and timely information, interpretation, communication and administration of employee benefit plans and processing monthly billing reviews
- Processes and administers company leave policies/requests, including COBRA, FMLA, & STD/LTD, according to current regulations and company policies
- Tracks/calculates employee eligibility for all Company provided benefit plans and ensure employees are enrolled in a timely fashion
- Updates employee status changes to all benefits sites and administers benefit termination procedure
- Maintains 401K plan documents, correspondences, and history, and ensures that employees are aware of the plan and its benefits

#### HRIS Management/Legal/Employee Relations

- Works closely with Payroll to insure time and attendance and payroll processes are completed timely and accurately
- Provides guidance and assistance to managers and employees relating to HR policies and other employment information
- Insures the maintenance of employee personnel files and records in compliance with retention requirements
- Develops and implements personnel policies and maintains the employee handbook
- Stays current with and ensures compliance with federal and state employment regulations, including FMLA and ADA regulations
- Processes employee departures, including exit interviews

#### Performance Management

- Works closely with VP-People Services to manage the ongoing and annual performance management process
- Coaches and supports managers and employees towards effective participation in the performance management process

#### **Requirements:**

- Commitment to Christian faith required; spiritually mature
- Commitment to KARM's mission and agreement with our statement of faith and guiding values
- Bachelor's degree in Human Resources Management, Business Management or related field or equivalent experience; PHR certification a plus
- 6-8 years' experience working in a fast-paced HR department, with specific experience in recruiting, employee benefits, and HRIS
- Above-average computer skills
- Great initiative and independent judgment, ability to maintain confidential information, solid problem solving skills
- Writes and speaks effectively and professionally; listens effectively and asks questions to ensure understanding
- Ability to organize tasks, manage multiple projects and determine project urgency
- Able to maintain high standard of service despite pressing deadlines; pays attention to details; considers excellence a fundamental priority
- Deal effectively with pressure, maintains focus and intensity and remains optimistic and persistent
- Self-motivated, high energy; enjoy lots of different challenges
- Has a successful track record of hiring candidates that are a great match for the job, team, and the culture
- Intuitive yet pursues information by getting the facts through behavior-based interviewing, and reference checking
- Organized and systematic

#### **Working Conditions:**

- Office setting on KARM property
- Occasional local travel to various KARM facilities and other locations
- Required attendance at major KARM events or functions