



The Apartment Community is now

The Esquiline

A Life Plan Community at the Shrine

The Director of Human Resources will provide strategic human resources leadership to the entire organization. The role involves oversight of all HR operations, including talent acquisition and development, compensation and benefits, policy and compliance, and cultural initiatives. The Director of Human Resources will lead all key HR initiatives and provide day-to-day support to the leadership team. This role will be strategic and tactical to respond to the dynamic needs of The Esquiline. This is an exciting, challenging and evolving role with the following key responsibilities:

Leadership Responsibilities:

STRATEGY

- Plans, develops, organizes, implements, directs and evaluates The Esquiline's HR function and performance. Accurately diagnoses organizational issues, develops solutions and implements them.
- Supports the Executive Team in the implementation of strategies related to talent management, team member relations, compensation and benefits, performance management, communication and organizational design.
- Evaluates and advises on the impact of long-range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of the team members.
- Develop tools and systems to provide critical financial and operational information to the senior leadership team to make actionable recommendations on both strategy and operations in regard to building human capacity and empowering employees.
- Responsible for the strategic HR planning to provide The Esquiline with the best people talent available and to position The Esquiline as an *Employer of Choice*.
- Oversee budgetary/operational planning and costs management in alignment with The Esquiline's long-term growth plans, especially as the organization considers implementing new strategies and programs related to employee development.
- Develops HR planning models to identify competency, knowledge and talent gaps and develops specific programs for the filling of the gaps. Areas of activity will include talent management through proper succession planning programs, training and development programs for preparing employees for more significant responsibilities and general business development programs to enhance team member knowledge and understanding of the business of The Esquiline and the field of aging services.
- Assess organizational performance against annual budget, established quality metrics (e.g. employee satisfaction) in partnership with the senior leadership team.

OPERATIONS

Internal Communications

- Works with Leadership Team to develop effective internal communications (between and among management and team members) to promote morale and achieve The Esquiline goals.
- Builds and maintains relationships with other departments with respect to workforce planning, and compensation. Provides analysis and trend reports to the Leadership Team.
- Serves as a resource for all team members by being available and accessible to discuss HR related issues.

Compensation, Benefits and Payroll

- Develops progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance and to provide programs which utilize a team member/organization partnership for the short and long-range health and welfare protection of the team members.
- Reviews and analyzes market, industry best practices, and internal feedback to develop competitive compensation programs. Continually assesses the competitiveness of all programs and practices against the relevant comparable companies, industries, and markets.
- Develops benefit options that support The Esquiline's recruitment and retention efforts. Communicates benefits package as to maximize positive recruitment and retention outcomes. Supervises administration of benefit programs, including, but not limited to: 401(k), health insurance, dental and vision insurance, and disability insurance.
- In partnership with the President, examines executive compensation and benefits and company-wide talent management/succession planning.
- Acts as alternate payroll processing person.

Recruitment and Retention

- Develops staffing strategies and implementation plans and programs to identify talent within and outside of The Esquiline.
- Develops and implements programs that allow The Esquiline to embrace applicants and team members of all backgrounds and to permit the full development and performance of all team members.
- Develops, implements, and supervises recruitment, selection, and hiring processes, including employment applications, job descriptions, job advertisements, preemployment screening, new hire paperwork, and benefit selection and sign-up.
- Champions the Predictive Index behavioral science software and incorporates principles and best practices into recruitment, hiring, onboarding, performance and recognition processes.
- Develops and implements team member orientation and onboarding programs that educate team members on compliance matters as well as introduces and integrates new team members into The Esquiline culture.
- Develops, implements, and leads team member relations and recognition programs which foster team member engagement.
- Develops and implements talent assessment and development program for existing team members, including performance assessment, talent identification, mentorship programs, and succession planning.
- Develops and provides follow-up to team member satisfaction survey.

Team Member Development

- Develops and implements team member continuing education programs. Analyzes participation and effectiveness while monitoring budgetary implications and regulatory requirements.
- Supports development and implementation of departmental-specific education programs.
- Provides current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.

Policies and Procedures

- Enhances and/or develops, implements and enforces HR policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation, including ensuring that the Employee Handbook and Safety Handbook reflects company policy.
- Directs the consistent application of HR policies and practices throughout The Esquiline. Assists the Leadership Team and team members in interpreting and enforcing The Esquiline HR policies and procedures.

- Serves as a resource to the Leadership Team in handling team member issues and assisting them in counseling team members, administering policies, and helping resolve work-related issues.

Performance Management

- Develop, implement and organize a performance review process, including ongoing training for Leadership Team in the use of a coaching approach.
- Develop job descriptions and evaluative tools that clearly communicate expectations and performance.
- Ensure timely and complete documentation regarding team member performance (e.g. disciplinary reports, awards, etc.)
- Keeps employee records up to date by processing employee status changes in timely fashion

Team Member Safety and Wellness

- Promotes safety and security in all HR activities.
- Supports The Esquiline's Safety Committee's efforts to minimize instances of on-the-job injuries and lost work days, and monitors OSHA reporting and tracking requirements.
- Leads the team member wellness program.

Regulatory Compliance

- Complies with federal and state legal requirements by studying existing and new legislation, anticipating legislation, enforcing adherence to requirements and advising the Leadership Team on required actions.
- Ensures compliance and maintains a thorough knowledge in such areas as EEO, Fair Labor Standards, Wage and Hour, ADA, ACA, IDPH and other regulatory requirements.
- Ensures compliance with professional licensure requirements, including mandatory training and education.
- Represents The Esquiline at personnel-related hearings and investigations.
- Supervises the administration of FMLA, COBRA and other government mandated programs.
- Ensures timely filing of payroll related tax returns and timely payment of payroll taxes.
- Prepares annual report of accrued benefits payable as required by auditors.
- Assures compliance with Affordable Care Act by reviewing employee hours worked on a monthly basis.

Other Duties

- Manages the budget and other financial measures of the HR Department.
- Provides HR advice and counsel to leadership on HR issues.
- Serves on committees as assigned by the Executive Vice President.
- Attends and participates in workshops and/or seminars to keep abreast of current changes in laws and regulations as well as to maintain a professional status.
- Performs other duties that may be deemed appropriate to this role.

Qualifications:

- Bachelor's degree in human resources or related field preferred
- ADP payroll experience
- Five years experience working in Human Resources
- Demonstrated leadership skills required
- Charismatic leadership skills with the ability to lead by example, inspire, and serve as a role model to all staff.
- Ability to respond effectively to sensitive inquiries or complaints.
- Strong interpersonal and customer services skills
- Strong communication skills, both written and oral required.
- Strong organizational skills in planning work routine.

- The ability to work as a team, self-motivated, takes initiative, exercises good judgment and assume responsibility for producing excellent work and meeting timelines.
- Strong team-player mentality. This position works closely with every department on campus and will need to be service oriented.
- Strong computer skills including experience with Microsoft Office applications, spreadsheets and internet usage.
- Ability to handle confidential information with great sensitivity.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.

The Esquiline, A Life Plan Community at the Shrine, is a faith-based not-for-profit community with three levels of living on one campus. At The Esquiline, we have championed the philosophy of ‘Live Your Best Life’ for older adults for more than 50 years. We believe our employees are our greatest asset and are looking for people who share our commitment to provide quality care for our residents and their families. At The Esquiline, you will make a difference and have an impact every single day. We are passionate about living our core values, established by our founders, the Missionary Oblates of Mary Immaculate.

Core Values:

- *Respect* – Recognizing and valuing the uniqueness of each individual and treating others the way they wish to be treated.
- *Wellness* – Promoting and preserving the health of body, mind and spirit.
- *Collaboration* – Communicating and working with others for the benefit of all.
- *Justice* – Pursuing an atmosphere of fairness and mutual respect.
- *Stewardship* – Being accountable and responsible for the use, preservation and enhancement of our human and material resources.
- *Hospitality* – Maintaining a friendly, positive and welcoming attitude toward residents, visitors and staff.
- *Quality* – Striving for excellence while providing residential and health care services.
- *Change* – Being open and committed to creative ways to meet the changing needs of people.