

Director of Human Resources

Touch of Love is seeking to fill the position for Director of Human Resources.

Company Overview:

Touch of Love is a health care service provider with over 10 years of experience in the healthcare industry. We attend to the needs of those who cannot independently care for themselves at home. We provide tailored individual services with a touch of love which fosters a safe and pleasant environment that permits our clients to remain at home rather than be compelled with confinement in a care facility. Our Skilled Nursing and HhA services overseen by RN Case Managers provide: comprehensive assessments, hands on care, health care coordination, education and support. We also provide services for companion and attendant care which fosters a team working environment that devotes time and experience to cultivate our clients' health needs and supportive help.

Job responsibilities for the Director of Human Resources include but are not limited to: direct and execute human resources operation; work with various departments; coordinate marketing events; coordinate employee recruitment, retention practices, hiring and termination activities; review and assist in maintaining agency policies and procedures; prepare job descriptions and coordination of departmental processes; facilitate in the orientation program for newly hired employees; administer agency benefit programs; collect and monitors statistical data required to ensure agency's established compliance laws, regulations, and professional standards.

Qualifications: Bachelor Degree or higher in Business, Personnel Management, Human Resources, or related field; possess a minimum of 4 years of experience in healthcare; knowledgeable in State and Federal employment laws including: ADA, Medicaid, SSA, Veterans, and Joint Commission regulations, as it relates to employment, training and competency. Proficient in communication and interpersonal skills both verbal, non verbal, and written; possess and demonstrate organization skills and can work effectively within a team environment. Candidate will be able to work closely with management and ready to succeed.

We are an equal opportunity employer.

Completing an application on the company website (www.touchoflovehc.com) is most desirable.