

PASTORAL INSTITUTE

Job Title:	HR and Professional Development Coordinator	Reports to:	CFO
Department:	Administration	Location:	
FLSA:	Exempt	Supervises:	No
Position Type:	Full-time	Revision Date:	2/4/2019
Recruitment Information			
Job Duties		Minimum Requirements	
Serves as the Pastoral Institute's HR generalist, manages the day-to-day operations of the Human Resource office. The HR Generalist manages the administration of the human resources policies, procedures, and programs. Serves as liaison to the PI Board regarding HR matters. Coordinates education programs for clinical staff and provides HR Law training programs as requested.		<p>Educational Requirements: Minimum Bachelor's degree required.</p> <p>Certification Requirements: PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred</p>	
Role and Responsibilities			
<p>(This job description is not to be all-inclusive. Employee may perform other related duties as necessary to meet the ongoing needs of the organization.)</p> <p>Required of all PI staff:</p> <ul style="list-style-type: none"> • Commit to Growth: We prioritize and support life-long learning. We choose self-awareness, acknowledge when actions are inconsistent with the values and learn from mistakes. • Care for All: We celebrate and value the uniqueness of all persons. Everybody matters. We encourage work-life integration and balance. • Show Compassion: We are friendly, hospitable, and empathic. We confront with love. We demonstrate forgiveness and reconciliation when hurt or wronged. • Communicate Openly and Honestly: We are authentic, transparent, and speak from the heart. We listen to understand and convey respect even when we disagree. We declare that Truth and Love go together. • Create Through Curiosity and Wonder: We collaborate and seek win-wins. • Share Our Common Vision: We seek what is best for the common good like an orchestra in which each person plays a unique part. • Build Community through Relationships: We champion personal autonomy, inclusion, and connection. We are intentional in caring for others in word and deed. <p>Position Specific:</p> <ol style="list-style-type: none"> 1. Coordinates all employee-related functions including, but not limited to: <ul style="list-style-type: none"> • recruiting • hiring • performance review process • employee training • disciplinary actions • employee events/activities • employee communications • terminations 			

- payroll entry
 - benefit administration
 - Workers Compensation
 - employee-related policy development
2. Serves as liaison to the PI Board for all HR related matters
 3. Coordinates on-site educational programs for PI clinical staff for CEU credit
 - Obtains clock hour credit, issues documentation, maintains records.
 4. Develops and/or leads HR training classes for staff, churches, businesses and other organizations as needed in coordination with other divisions to fulfill needs of customers.
 5. Attends Leadership Council and Board meetings and seminars regularly.
 6. Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
 7. Participates in developing department goals, objectives, and systems.
 9. Assists to establish departmental measurements that support the accomplishment of the company's strategic goals.
 10. Maintains employee-related databases. Prepares and analyzes reports that are necessary to carry out the functions of the department and company. Prepares periodic reports for management, as necessary or requested.
 11. Assists with the carrying out of a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
 12. Assists with employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.
 13. Helps to monitor the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
 14. Other duties as assigned.

Physical Demands and Working Conditions

Essential functions: Entails ability to see, hear, and speak clearly; ability to lift/carry up to 25 pounds; no extensive stooping, bending, or climbing. Structure of campus requires the ability to move between buildings several times a day (distance of approximately the width of two city blocks).

Experience

Minimum 5+ years in general HR management and/or administration, to include training & development, required. Computer experience required to include but not limited to Microsoft Office (Word, Excel, PowerPoint, Access, Publisher), Internet, and operating within a network system. Previous public contact work is required. Tact, discretion and diplomacy a must for contacts with people under stressful conditions. Ability to make decisions based on urgency of the situation and in accordance with work procedures, Pastoral Institute policies and employment law. Must be able to work independently without close supervision. Must be dependable and maintain an excellent attendance record.

Employee Signature:

Employee Print:

Date: