



DIRECTOR OF HUMAN RESOURCES CANDIDATE PROFILE

ABLE, Inc. is a non-profit organization of people dedicated to providing quality residential services and support for individuals with developmental disabilities and related conditions in the Houston County, MN area. ABLE, standing for, “A Brighter Living Experience,” has been providing residential care to people with developmental disabilities within Houston County for over 30 years. First named Houston County Group Homes, the 501(c)(3) non-profit corporation began as a grass roots effort by concerned parents who sought an alternative to sending their loved ones with disabilities to state institutions or keeping them out of the public eye. ABLE focuses on enhancing the lives of the people it supports by promoting their uniqueness and building their self-esteem and independence in a safe and comfortable environment. At ABLE, employees are united in the belief that people with disabilities are best served by those who value them as individuals, fellow community members and friends.

The first group home opened in Caledonia in 1980, with the intermediate care facility in La Crescent opening shortly after in 1982. In the intervening 30 years, Houston County Group Homes opened 15 single family homes, an additional intermediate care facility in Houston, and expanded services.

The agency now provides services to over 90 individuals through its’ two Intermediate Care Facilities, 13 single family homes, community-based programs and Teaching and Recreation Centers. ABLE employs over 200 employees.

ABLE, Inc. is an Equal Opportunity Employer.

OUR MISSION

To enhance the lives of people we support by promoting their uniqueness and building their self-esteem and independence in a safe and comfortable environment.

OUR VISION

Happy, smiling people we support who are leading meaningful and enjoyable lives.

OUR CORE VALUES

- **Integrity**
Treating all stakeholders with respect, honesty, and fairness to gain their trust.
- **Safety**
Balancing safety while promoting Independence.
- **Individuality**
Being responsive to an individual’s needs and wants and valuing those differences.
- **Dreams**
Developing people we support to their full potential by helping them build relationships, gain independence, and integrate into their communities.
- **Teamwork and Collaboration**
Working together with people we support, coworkers, parents and guardians.
- **Change**
Responding positively to change and the future by supporting and educating all stakeholders.
- **Stewardship**
Being fiscally responsible with all resources.

ABOUT THE POSITION

The Human Resources Director is responsible for performing HR-related duties on a professional level working closely with our Executive Director and Support Team. This position carries out responsibilities in the following functional areas: benefits administration, compensation administration, employee relations, training, performance management, on-boarding, policy implementation, recruitment, and employment law compliance.

This position reports to the Executive Director.

PROFESSIONAL AND PERSONAL TRAITS

- Servant leadership.
- High level of integrity, fairness, and consistency in their decision-making.
- Problem solver. Ability to provide recommendations and options to help solve problems - works to listen and gain understanding before making decisions.
- Self-starter with a strong work ethic.
- Strong sense of emotional intelligence. Able to relate and communicate effectively with an array of personalities and cultures.
- Detail-oriented.
- Must be able to establish collaborative and positive relationships by understanding their needs.
- Approachable.
- Have an ability to work effectively and efficiently under pressure and stress while maintaining a professional demeanor.
- Demonstrate a high degree of time management and organizational skills.
- Projects a professional presence in appearance, actions, personal demeanor in representing ABLE.
- Ability to maintain confidentiality of employee files, records, situations as well as Board discussions and information.

EDUCATION AND EXPERIENCE

- Bachelor's degree with a minimum of 7 years in a HR generalist role or a Master's degree with a minimum of 5 years' experience.
- Progressive leadership responsibilities required.
- Must be familiar with FMLA, ADA, HIPAA, AAP, and be willing to stay abreast of the ever-changing laws and regulations.
- Non-profit experience a plus but not required.
- Knowledge and/or willingness to learn HRIS software, i.e. GP (Great Plains).
- Proficient in the utilization of MS Office Suite.
- Motor Vehicle Record must meet requirements of ABLE Liability Insurance.

PRIMARY RESPONSIBILITIES

- Develop and implement human resource policies and procedures in conjunction with the Leadership Team (Executive Director, Support Team and HR). Develop, maintain, issue and regularly update the employee handbook to ensure consistent application of human resources policies. Educate and assist management in the interpretation of policy. Respond to employee questions in an accurate and timely manner.
- Administer employee benefit programs and plans such as medical, dental, life, disability and 401(k) plan with the assistance of outside administrative vendors. Review benefits annually and recommend changes as needed. Respond to employee questions regarding their benefits. Work closely with our accounting team to ensure information is reflected.
- Serve as the point of contact for employment relations. Provide ongoing coaching associated with employee development. Serve as a mediator, coach and facilitator fostering favorable and effective employee relations. Maintain and model effective communication with all employees. Determine and recommend employee relations practices necessary to establish and/or maintain positive employer-employee relationship and promote high level of employee morale. Assist managers with the above. Work to balance advocacy of the organization, management and employees, in accordance with ABLÉ's mission and vision.
- Participate in new employee orientation sessions to ensure the smooth and successful onboarding. Ensure all paperwork has been completed and processed.
- Analyze training needs. Develop, coordinate, and/or conduct internal training programs for exempt and non-exempt employees. Maintain training records for all ABLÉ employees.
- Report to the Executive Director, Board of Directors and Support Team on HR related issues that you feel they be abreast of.
- Attend all ABLÉ, Inc. Board meetings as the Board Administrator, i.e. taking notes and recording minutes. Board meetings are held ten times each year, on the 4th Monday of each month. (Meetings are not held in July and December.)
- Supervise the work of the Human Resource Coordinator and provide guidance. Collaborate to determine and implement sourcing strategies to attract and recruit employees.
- Deal with grievances and violations invoking disciplinary action when required, up to and including termination of employment.
- Anticipate and resolve litigation risks.
- Conduct exit interviews and complete termination checklist.
- Conduct stay interviews to keep a pulse on what is working well and areas for improvement within the organization.
- Maintain employee attendance, PTO, medical and personal leaves of absence, and provide information to, and interact with ABLÉ's accounting staff as necessary to ensure an accurate and timely transfer of such information as necessary. Regularly follow-up with employees on leaves of absence.
- Maintain legally required and other records on employees and human resource programs and activities.
- Work to ensure proper stewardship of ABLÉ property, facilities, equipment, etc.

Interested candidates should submit a letter of application and resume to: jsteffes@steffeshradvantage.com.

Deadline to submit is October 1, 2019, or until filled.