

GOODWILL INDUSTRIES OF NORTHWEST OHIO, INC
JOB DESCRIPTION

- I. JOB TITLE: Human Resources Manager
- II. SUPERVISOR'S TITLE: Human Resources/Safety Director
- III. SUPERVISION EXERCISED: N/A
- IV. QUALIFICATIONS:
1. Bachelor's Degree in Human Resources or related field or equivalent work experience.
 2. Experience in developing organizational policies and procedures.
 3. Understanding of workers' compensation, unemployment, federal and state labor regulations and law.
 4. Good communication skills
 5. Basic computer skills required.
- IV. SCOPE OF RESPONSIBILITIES:
1. Responsible for the development and implementation of staff development training and programs .
 2. Assist with inputting new hire data and maintenance of HR data base.
 3. Assist with the development of new policies and procedures for agency.
 4. Assist with enrollment and maintenance of employee benefits including, healthcare, vision, dental, Rx, 403(b) and life insurance.
 5. Assist with the management of unemployment claims including attending hearings.
 6. Assist with the management of worker's compensation claims including accident investigation, working with TPA and MCO and attending hearings.
 7. Ensure consistency of disciplinary procedures and documentation.
 8. Represent Goodwill nationally, statewide and locally at meetings, hearings and conferences pertinent to areas of responsibilities.
 9. Responsible for new hire orientation for various positions including store management and professional staff.
 10. Assist with the administration of COBRA.
 11. Assist with auditing of vacation and sick balances.
 12. Perform background checks as needed

13. Assist with event planning including employee recognition party and gold outing.
14. Maintain website information in employment opportunities section as well as employees corner.
15. Assist all employees with HR related question or issues.
16. Assist in all areas of safety including training, overseeing safety drills, OSHA and DOL compliance.
17. Serve effectively as a member of the safety committee.
18. Assist with the development of annual budget.
19. Assist with the investigation and data gathering for EEOC and OCRC charges.
20. Assist with the compliance of all locals, state, and federal regulations and laws including those requirements of accreditation entities such as CARF.
21. Assist with recruitment including placing ads and interviewing when appropriate.
22. Develop and maintain good working relationships with all departments.
23. Other responsibilities as assigned by the HR Director

Employee Signature

Date

Supervisor's Signature

Date

2012