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POSITION AVAILABLE:

Director of Human Resources

At Mid-Michigan Industries (MMI) you get to come to work knowing your job has a higher purpose and truly help individuals you hire make a difference on a daily basis. You will love the feeling you get when you see your work encourages someone to achieve their goals and truly helps someone. Ideal candidates are compassionate, driven, empathetic, and focused on making our communities inclusive for people of all abilities.

The Director of Human Resources at MMI is responsible for planning, organizing, and controlling the Human Resource Administration functions of the organization. This position reports to the CEO, participates as a member of the executive team of the organization, and in the on-call director/manager rotation, and supervises the Human Resource Specialist and/or Recruiter.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a degree in Human Resource Administration or a related field. Two years experience in human resource administration including at least two years supervisory experience. Able to communicate effectively with staff, funding sources, the business community, and the general public. Superior analytical, numeric, and administrative skills. Competent in usage of Windows-based computer applications. Eight years of human resource management experience will be considered in lieu of a degree.

PREFERRED QUALIFICATIONS: Master's degree in a related field. PHR/SPHR Certification. A generalist background with broad knowledge of employment, compensation, benefits, employee relations, and training and development. Experience in an organization serving individuals with barriers to employment. Experience in budgeting. Classroom training/facilitation experience.

ESSENTIAL FUNCTIONS:

I. Human Resource Administration

- A. Direct staff recruitment and retention activities to assure sufficient, appropriately trained and qualified staff to carry out the work of the organization.
- B. Exercise discretion and authority in hiring for designated staff positions.
- C. Assure that duties, responsibilities and authority of staff positions are clearly defined and communicated through job descriptions for each position that are in compliance with law and agency policy.
- D. Assure a positive employee relations position is maintained through consistent and fair application of policy, opportunities for staff input, and adequate communication methods.
- E. Develop and recommend employee relations practices necessary to enhance the

employer-employee relationship and promote a high level of employee morale.

F. Serve as the Affirmative Action Officer in the development, maintenance, and adherence to a written AA/EEO plan.

G. Recommend wage/salary structure and benefit programs to CEO. Monitor for effectiveness and cost containment.

H. Assure compliance with agency policy, state and federal regulations concerning employment, safety, and benefit administration. Monitor exposure of the corporation, advise CEO of areas of concern, and act as primary contact with labor council.

I. Provide for growth and development of organization staff through new employee orientations, on-going staff training, required certifications and career track development.

J. Provide formalized training and case-by-case guidance as needed to management staff in personnel law and agency personnel policies.

K. Ensure prompt, consistent, and effective feedback to staff through coordination and review of personnel actions and performance reviews for all personnel.

L. Assure confidentiality, maintenance and retention of staff and applicant files.

M. Serve as liaison to Board Personnel Committee.

N. Serve as the agency Corporate Compliance Officer.

- Review agency personnel policies each year, submitting recommended revisions to the CEO.

II. Recipient Rights

A. Assure protection of recipient's rights through training of staff, investigation of alleged violations as directed, and compliance with reporting regulations of the Michigan Mental Health Code and state and federal law.

B. Coordinate follow-up on alleged violations between MMI, rights and protection offices, and law enforcement agencies.

C. Keep the CEO informed of the status of all rights investigations.

D. Ensure confidentiality and retention of Recipient Rights investigations and findings.

III. Management and Supervisory Responsibilities

A. Participate effectively as a member of the agency leadership team in policy, planning, manpower forecasting and control functions.

B. Ensure optimum performance of the Human Resource functions. Provide supervisory direction and feedback to assigned staff to include coaching to improve performance, completing performance reviews and disciplinary actions.

C. Complete assigned budget components. Authorize expenditures in accordance with Internal Financial Control Policy.

D. Prepare and submit reports, forms and records in compliance with agency timelines, policies, procedures and quality standards.

E. Assume responsibility for the health and safety of persons served, staff and self. Assure implementation and communication of a workplace safety program which promotes and rewards safe work practices.

F. Protect the confidentiality of agency business.

Job Type: Full-time

- Hours: The schedule varies depending on the needs of the person served. We ask that our employees have availability in the evenings and/or weekends to help improve the availability of services to our persons served.
- Location: We currently provide Youth Employment Services in Clare, Isabella, Montcalm, Ionia, Gratiot, Osceola and Mecosta Counties.
- Benefits: After introductory period, regular fulltime employees with a minimum of 30 hours a week are eligible for benefits.

Example:

- Employee A works as a Youth Employment Specialist providing employment training and networking opportunities for students seeking employment in the community. In this position, they coach students on employment-related skills in a classroom-based work setting.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.