



834 State Street, Schenectady, New York 12307
(518) 374-7873

Job Description: Human Resource Manager
Responsible To: Executive Director
Status: Full-time, 40 Hours per week; Part-time, 30 Hours per week; Exempt
Function:

Bethesda House believes that our employees are our greatest strength. Under the direction of the Executive Director, the Human Resource Manager is committed to recruitment, and providing staff members with the support they need to engage in their positions. The HR Manager will manage all aspects of human resources including, recruitment, processing new hire and termination paperwork, compensation, benefits, schedule training, provide support to supervisors with staff evaluations and progressive disciplinary actions.

Duties/Responsibilities:

- Maintain the agency's personnel files as directed
- Assists in maintaining the Human Resource database
- Post job vacancies, field resumes & applications, schedule interviews, lead interviews
- Responsible for all aspects of hiring:
 - Meet with new hires for orientation & process appropriate paperwork
- New hire packets: compile and distribute
- Maintain the agency employee vacation schedule
- Policy and Procedure change notifications
- Prepare and execute exit packet
- Staff Training schedule, work with HR consultant and Executive Director
- Consult with Human Resources Consultant from COOL Insuring as necessary
- Update Agency Policy and Procedure Manual annually

Other:

- Attends and participates in weekly and monthly meetings

Qualifications:

- Bachelor Degree in Business Administration with three to five years' experience
- Proficiency in Microsoft Office programs including Word, Excel
- Ability to perform well under fast-pace conditions.
- Ability to work independently
- Ability to demonstrate initiative with work processes
- Excellent communications skills both written and verbal
- Emotional stability with the capacity to separate personal issues from work related issues
- Ability to understand, communicates, represent and carry out the mission, values, philosophy, and policies of Bethesda House of Schenectady, Inc.
- Ability to relate to a wide range of people. This includes, but is not limited to, a broad range of people who are culturally and socio-economically diverse
- Ability to carry out documentation requirements of the position.
- Must be able to manage a diverse and broad workload.



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- Valid, clean drivers license and vehicle
- Ability to work flexible hours, outside of scheduled work hours.

Essential Functions:

- Ability to work with computers including the ability to work with automated output and the ability to enter and analyze data in automated systems.
- Ability to work full time during normal business hours on a regular basis.
- Ability to effectively handle conflict and/or confrontation in order to reach a resolution satisfactory to all parties.
- Ability to work independently and under deadline pressure to meet established work goals. May also include ability to work hours above normally scheduled work hours to accomplish same.
- Ability to effectively communicate (both orally and in written form) with peers and superiors.
- Ability to represent the agency in a professional manner to all parties with which she/he comes into contact.