

## Human Resources Manager Job Description :: February 2023



Acclivus, Inc. is a community health organization, focusing on the health and well-being of individuals living in Chicago's most vulnerable neighborhoods. Acclivus uses an intentional social network to serve vulnerable individuals, primarily those from communities that are disproportionately impacted by compounding barriers to health and success. Acclivus provides resources and support to assist a person with personal and professional growth. The goal is for each person to thrive as they overcome social challenges that may include, but are not limited to: chronic exposure to violence and trauma, poverty, a criminal background,

disproportionately high rates of serious health conditions, and limited formal education. In partnership with the Jane Addams Center for Social Policy and Research, Acclivus provides programs and services to address trauma, decrease health disparities, reduce incarceration, enhance educational opportunities, and increase employment options for individuals and their communities.

Our mission: To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy.

Our vision: To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

### Job Summary

The Human Resources Manager will provide comprehensive HR related support to team members. This position will play a key role in the hiring process including recruiting, interviewing, development of employment offers, orientating new employees, and administering the job posting procedure. The HR Manager helps equip staff to achieve the organization's mission. In addition, the HR Manager will provide advice, assistance, and follow-up on company policies, procedures, documentation, employee relations, and recognition while working under the supervision of the Human Resources Director.

### Essential Job Duties:

- Research and contribute to writing new organizational policies, provide training and oversight on policies and procedures.
- Assist with implementation of processes including onboarding, time and attendance, performance management, annual review of employee handbook, and review of existing policies to ensure compliance. Help develop, support, and review HR initiatives, procedures, and systems.
- Promote positive employee relations by handling requests for information from staff efficiently and accurately. Conduct new employee orientation both one-on-one and in group settings, ensuring employees receive relevant training and answers to questions. Assist with HR-related organizational communications.
- Guide supervisors through processes such as performance evaluations, goal-setting, disciplinary actions, and review of job descriptions. Ensure all job descriptions are up-to-date throughout recruitment cycle or organizational structure changes. Cultivate training and development programs.
- Review bi-monthly payroll processing. Track and administer leaves of absences in accordance with applicable laws and organizational policies and procedures.
- Maintain confidentiality to handle disciplinary and grievance issues and safeguard sensitive employee information and records.

## **Human Resources Manager Job Description :: February 2023**

### **Required Skills/Abilities:**

- Working understanding of human resource principles, practices and procedures.
- Proficient with Microsoft Office Suite or related software.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to function well in a high-paced and at times stressful environment.

### **Education and Experience:**

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years related experience preferred.
- SHRM-CP credential a plus.