

# Human Resources Manager

Posting Start Date: 1/19/2023

Posting End Date: 1/27/2023

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If you are interested in applying for this position, please submit your cover letter and resume to Awilda Mercado via email – [awilda.mercado@cnswfl.org](mailto:awilda.mercado@cnswfl.org)

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- Children's Network of Southwest Florida, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

## **General Purpose of Position (Full job description will be provided upon interview)**

Assist the Chief Executive Officer in daily management of Human Resources, administration, and operations, communications, correspondence, meetings, and projects.

## **MINIMUM REQUIREMENTS**

### **Education / Experience / Certification**

- ◆ Bachelor's degree from an accredited college or university
  - *Official transcripts are a mandatory requirement*
- ◆ Minimum of five (5) years of Human Resources experience; and a minimum of two (2) years of supervisory experience

## **Essential Duties and Responsibilities (Full job description will be provided upon interview)**

- ◆ Human Resources Liaison to the Corporate Office
- ◆ Oversee all aspects of Human Resources (job postings, interviews, hiring processes, new hire orientations, new supervisor trainings, transfers, promotions, name changes, pay changes, terminations, etc.)
- ◆ Manage and track all screening requirements (backgrounds, driver's license, etc.)
- ◆ Maintain and update job descriptions
- ◆ Assist employees with questions and provide solutions
- ◆ Assist employees with benefits, vacation/sick leave, policy and procedure, FMLA, Non-FMLA requests, HIPAA, Worker's Compensation, etc.
- ◆ HIPAA Privacy Officer
  
- ◆ Supervision of Administrative Staff
- ◆ Assist the CEO with monitorings, audits, and Council on Accreditation
- ◆ Assist the CEO with the Board of Directors, meetings and special projects

## **WORKING HOURS**

Monday through Friday, 40 hours per week. Business office hours are 8:00 am to 5:00 pm

## **Certificates, License, Registrations, background checks, drug screens**

- Valid driver's license, with a clean driver's license check, and proof of insurance
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local law enforcement and FBI/FDLE)

<p>If you are currently an employee of Children's Network, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, <u>prior</u> to applying</p>
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