

Sun Valley Lodge is a Not-For-Profit retirement community offering independent living, assisted living and nursing care in a family style environment centered on our residents, their loved ones, and our employees. When a first time visitor to Sun Valley Lodge leaves the campus whether the visitor was a resident prospect, family of a resident prospect, or an applicant for employment, overwhelmingly the most common last comment we hear from the visitor is: I love the feel of your campus. Other common adjectives to describe their visit include: warm, homey, friendly, respectful. Come experience this for yourself, by applying today.

Position Summary:

A wonderful opportunity is available for a highly accomplished professional to direct all aspects of the human resources department. The candidate chosen will be responsible for ensuring success in employee relations; recruitment; compensation; and benefits; administration of H.R. policies and programs; counseling the leadership team on manpower planning and overall performance management; and developing engagement strategies.

Principal Responsibilities:

- Provides Human Resources advice, consultation, and leadership to managerial and supervisory staff; including: development and coaching of employees; communication and feedback skills.
- Maintains thorough and up to date knowledge of the industry and state and federal H.R. laws.
- Facilitates organizational development initiatives including talent assessment and performance management.
- Implements, interprets, and communicates Company policies to all employees.
- Leads and conducts new hire orientation to ensure the onboarding process is complete and successful.
- May participate in the interview and selection process of candidates/new hires.
- Conducts investigations on employee complaints or misconduct.
- Responsible for reports, creates spreadsheets and documents including employee renewals such as: licenses, certificates, T.B. testing, Food Handlers Cards, CPR and First Aid, fingerprint cards.
- Maintains and updates employee files, records, and other documents.
- Company Employee Handbook thorough familiarity with and ability to update periodically in compliance with all state and federal regulations.
- Monitors unemployment claims and file protests consistent with unemployment laws.
- Processes bi-weekly payroll with data entry of new hires, terminations, employee changes, using an outside payroll provider.
- Oversees and may conduct the involuntary termination process.
- Annual employee benefit renewal process; enrollments and benefit management throughout the year, including COBRA administration, which may be delegated to a third party.

- Oversees the substance abuse policy, the 403-B retirement plan, and H.R. risk management activities.
- Injury Reporting Process and managing workers compensation claims.
- OSHA record keeping and reporting.
- Recruitment, Pre-Hire and New Hire Processes.
- Job Descriptions maintenance and updating.
- Employee Related Functions.
- Serves as back-up for the Trip Reduction Program.
- Meetings: manages the Safety and Team Management meetings. Attends Department Head and Risk Management Meetings.

Preferred Qualifications: Bachelor's Degree in Human Resources or related field. PHR or SPHR Certification. Senior Living work experience. Supervision of personnel.

Minimum Qualifications: At least 2 years of payroll experience. At least 3 years of Human Resources experience preferably in a leadership role. Demonstrated knowledge of federal and state employment laws. Computer proficiency required with a strong familiarity with and ability to use Microsoft office products: Word, Excel, PowerPoint, and Microsoft Exchange email system. Excellent verbal and written communications skills. Ability to multi-task and meet project deadlines. Excellent time management and organizational skills. Customer service oriented. Self-motivated with great initiative skills. Strong confidentiality and ethics skills.

The compensation for this position is primarily based on knowledge, skills ability and experience and includes a comprehensive benefits plan, including medical, dental, life and short-term disability insurances, paid time off, 403-B plan participation, and an employee assistance program (EAP).

Successful candidates must pass, a post offer TB test (and annually thereafter), background and drug screen as well as be able to obtain and maintain a DPS fingerprint clearance card.

Sun Valley Lodge is an Equal Opportunity Employer.

For immediate consideration, please submit your résumé with salary history and requirements to:

Michaelfahey@sunvalleylodge.org