

# Director of Human Resources

**Location:** St. Clare, Newport RI

**Employment Type:** Full-time, Exempt

**Reports To:** Administrator

## About Us

St. Clare is a mission-driven organization dedicated to providing exceptional care and service. We are seeking an experienced and dynamic **Director of Human Resources** to lead our HR department and ensure that we recruit, retain, and support outstanding team members who share our values of excellence, respect, and compassion.

## Position Summary

The **Director of Human Resources** is responsible for overseeing all aspects of human resources management in compliance with federal, state, and local laws and regulations. This leadership role partners closely with the Administrator and department heads to shape workplace culture, enhance employee engagement, and ensure operational excellence.

## Key Responsibilities

- Lead all HR operations including recruitment, onboarding, employee relations, benefits administration, and compliance.
- Support budgeting, invoicing, forecasting, and workforce planning for HR functions.
- Oversee payroll accuracy, reporting, and Payroll-Based Journal (PBJ) submissions.
- Advise managers and leadership on HR policy, employment law, and organizational best practices.
- Manage wage and salary programs, performance evaluations, and staffing assessments.
- Conduct market wage analyses and recommend competitive pay structures.
- Ensure compliance with all employment laws, including EEO, FMLA, OSHA, HIPAA, and CMS regulations.
- Oversee employee health documentation, licensure renewals, and training records.
- Develop and maintain HR policies and procedures, updating them regularly.
- Promote positive employee relations, engagement, and retention initiatives.
- Serve on facility committees such as Safety, Risk Management, and Employee Wellness.

## Qualifications

- **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field (Master's preferred).
- **Experience:** Minimum of 3 years in human resources administration, ideally within healthcare or a long-term care setting.

- **Knowledge:** Strong understanding of employment law, wage and hour regulations, and HR compliance standards.
- **Skills:**
  - Exceptional leadership and interpersonal communication
  - Strong organizational and problem-solving abilities
  - Proficiency in HRIS, payroll systems, and Microsoft Office Suite
  - Ability to handle confidential information with discretion

## **Personal Attributes**

- Demonstrates integrity, patience, and professionalism in all interactions.
- Able to make independent decisions and exercise sound judgment.
- Committed to fostering a positive, inclusive, and safe workplace.
- Flexible, detail-oriented, and capable of managing multiple priorities.

## **Working Conditions**

- This is a full-time, on-site position based at St. Clare in Newport, RI.
- The role is primarily performed in a professional office environment, with regular interaction throughout the facility to meet with staff and leadership.
- The position requires prolonged periods of sitting and computer use, as well as walking throughout the building to various departments.
- Minimal travel may be required for training, recruitment events, or professional development.
- The Director of Human Resources may occasionally be exposed to typical conditions of a healthcare facility, including contact with staff and residents in clinical areas.

## **Why Join Us**

At St. Clare's we believe that our employees are our greatest asset. We offer:

- Competitive salary and comprehensive benefits package
- Opportunities for professional development and advancement
- Supportive leadership and collaborative team environment
- A meaningful role in improving the lives of those we serve

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