

Cardinal Ritter Senior Services

Director of Human Resources

As a member of the Federation of Catholic Charities, Cardinal Ritter Senior Services is a recognized provider in giving person centered care through an integrated continuum of quality residential, healthcare and supportive social services for senior adults throughout the Archdiocese of Saint Louis.

Cardinal Ritter Senior Services (CRSS) is seeking a Director of Human Resources. This position is responsible for the development, implementation, and oversight for all CRSS HR-related activities (recruitment, engagement, training/development, retention, compensation, benefits, compliance, etc.).

The Director Human Resources also sits on the leadership team with, and serves as a consultant to management on human resource-related issues. The HRD is responsible for assessing and anticipating HR-related needs, communicating those needs proactively within CRSS and the HR function, and working to develop solutions to those needs. The position formulates partnerships across the HR function to deliver value-added service to CRSS management and employees that reflects the organizational objectives of CRSS.

Duties and Responsibilities:

- Consult with CRSS management, providing HR guidance where appropriate.
- Analyze trends and metrics in partnership with the HR function to develop solutions, programs, and policies.
- Manage and resolve employee relations issues. Conduct effective, thorough and objective investigations.
- Maintain in-depth knowledge of legal requirements for day-to-day management of employees (including maintenance of all employment-related records) reducing legal risks and ensuring regulatory compliance. Comply with federal, state, and local laws and regulations.
- Maintain in-depth knowledge of HR-related Council on Accreditation (COA) requirements and ensure functional compliance.
- Provide day-to-day performance management guidance to CRSS managers (e.g., coaching, counseling, career development, disciplinary actions).
- Plan and execute new hire orientations.
- Conduct exit interviews with all voluntary termination employees and use the information to generate solutions to unwanted turnover.
- Work closely with CRSS management and employees to improve work relationships, build morale, and increase productivity and retention.
- Ensure terms and conditions for new hires, promotions and transfers adhere to CRSS / Catholic Charities / Archdiocesan policies as applicable.
- Provide guidance on CRSS organization structuring, workforce planning and succession planning.

- Participate in the evaluation and monitoring of training programs to identify training needs and ensure success.
- Coordinate the performance evaluation program to ensure effectiveness, compliance, and equity within CRSS.
- Advise CRSS management in compensation decisions ensuring decisions are in compliance with CRSS / Catholic Charities / Archdiocesan policies.
- Prepare and execute an annual HR departmental budget.
- Directly manage and develop the Human Resource team.
- Performs other duties as assigned.

Knowledge and Experience Requirements:

- Bachelor's degree in Human Resources or a related field from an accredited college or university is required; Master's degree is preferred.
- Five years of experience in Human Resources roles. Working knowledge of multiple HR disciplines including employee relations, performance management, compensation practices, and federal and state employment laws.
- Prior work experience or familiarity with nursing home industry preferred.
- SHRM Certified Professional (SHRM-CP) credential preferred.

To apply, send cover letter and resume with salary requirements to Les Lexow, Director Human Resources at llexow@ccstl.org.

EOE