

## **LHM Physical Therapy Institute, LLC**

**Job Title:** Director of Human Resources  
**Department/Location:** Human Resources

**Reports To:** General Counsel  
**FLSA Status:** Exempt

**Position Summary:** The Director of Human Resources (DHR) serves as the senior executive responsible for overseeing all aspects of the human resources function within LHMPTI, including with respect to talent recruitment and retention, employee relations, payroll, benefits administration, and compliance. As a member of LHMPTI's leadership team, the DHR is responsible for not only developing a strategy for human resources, but also for ensuring that HR is a strategic partner throughout LHMPTI to advance the organization's goals. LHMPTI donates the DHR's time to serve in a similar role within LHM Hospice & Social Services Foundation.

**Supervision Responsibilities:** The DHR supervises all HR personnel, the roles of which may change from time to time. Currently, the DHR supervises the Payroll and Benefits Manager.

### **Essential Job Functions and Responsibilities:**

- Oversee all aspects of the human resources function within LHMPTI, including with respect to talent recruitment and retention, employee relations, benefits administration, payroll and compliance.
- Develop the overall strategy for HR at LHMPTI and, in collaboration with other leadership colleagues, ensure that HR is a strategic partner throughout the organization to help advance its overarching objectives.
- Establish appropriate HR key performance indicators, tracking performance against them and interpreting results to seek continuous improvement.
- Research, develop and, as appropriate, implement competitive compensation, benefits, performance appraisal, and other HR programs.
- Stay abreast of and ensure compliance with HR-related legal requirements and best practices, making recommendation and providing guidance to colleagues, as appropriate.
- Remain attuned to applicable industry trends.
- Lead the recruitment and onboarding process to ensure an exceptional candidate experience.
- Ensure the provision of high-quality personnel-related training, as appropriate.
- Safeguard the confidentiality of personnel matters and business information.
- Provide leadership and guidance to other member(s) of the HR team.
- Demonstrate the LHMPTI Mission Statement and Core Values in all professional interactions, establishing internal and external relationships of mutual trust and respect.
- Leverage developments in human resources technology, talent management and other areas to ensure LHMPTI remains forward-looking with respect to its HR functions.

- Communicate HR matters on an individual and organization-wide basis clearly, professionally, and with sensitivity to the audience involved.
- Provide similar human resources services as identified here to LHM Hospice and Social Services Foundation.
- Other duties as assigned from time to time. This position description is subject to change at any time.

#### **Required Skills and Qualifications:**

- Bachelor's degree required. Graduate degree in Human Resources, Business Administration, Law or a related field strongly preferred.
- At least 10 years of human resources experience required.
- HR-relevant certifications preferred.
- Demonstrated record of implementing HR strategies that help to drive desired business outcomes.
- Strong knowledge of HR-related legal and other compliance requirements, and industry best practices.
- Excellent communication (written and oral) and interpersonal skills.
- Strong analytical and problem-solving skills.
- Excellent organizational and time-management skills.
- Strong ethical standards and a high level of integrity.
- Advanced skill in HRIS and Microsoft Office Suite products.
- Ability to develop and maintain effective working relationships at all levels of the organization.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and patient/client service environment.
- Value open communication as essential for creating and maintaining a positive work environment.
- Strong supervisory and leadership skills.
- Positive attitude, self-confidence, commonsense, and respect and concern for others.
- Ability to thrive in a busy, fast-paced environment, prioritizing projects and delegating when appropriate.

#### **Physical Demands, Visual Demand, Physical Surroundings/Conditions:**

The position is a full-time in-office position, with some same-day travel required. The position requires significant written and oral communication, as well as significant use of a computer and telephone. Frequent sitting, standing, walking to perform the essential elements of the job. Occasional lifting and/or carrying objects up to 20 lbs. Work is subject to inside environmental conditions.