



Serenity Behavioral Health Systems Employment Opportunities

Job Title: HR Director	Program: Human Resources
Status: Fulltime Position	Location: Building I
Posting Date: 05/06/2019 Closing Date: Until Filled	Position No.: Proposed Salary: Based on Experience.
Schedule: 8:00 am - 4:30 pm (Varies as needed by the CEO)	
Job Description	<p>Oversees employees in appropriately processing personnel transactions, assists employees with problems encountered and observes for accuracy.</p> <p>Oversees the effective administration and communication of all employee benefit programs including health insurance and other flexible benefits programs, workers' compensation, and leave policies.</p> <p>Represents the facility in unemployment hearings.</p> <p>Provides information and advice to employees, supervisors and managers regarding employee relation issues, grievance process, personnel policies, practices and regulations.</p> <p>Provides technical assistance regarding progressive discipline.</p> <p>Manages the position management and recruitment process.</p> <p>Assists in the development of personnel policies and procedures</p> <p>Oversees the Credentialing and Privileging process</p> <p>Oversees HR's responsibilities in the Paycom system for New Hires, Terminations, and leave balances.</p> <p>Attend Board Of Director's meetings and take minutes</p> <p>Attends committee meetings, as appropriate.</p> <p>Follows all policies and procedures regarding professional conduct and ethics</p> <p>Knowledgeable in Employment Laws</p> <p>ORGANIZATIONAL RELATIONSHIPS:</p> <p>Answers directly to the Chief Executive Officer.</p>
Minimum Qualifications	Minimum Bachelor's Degree in Human Resources or 4 years of HR Management experience.
Preferred Qualifications	Ideal applicant will possess knowledge within Behavioral Health and Development Disability.

Note:	Due to the volume of applications received, we are unable to provide information on application status by phone or email. Qualified applicants will be considered, but may not necessarily receive an interview. Those selected to be interviewed will be contacted by phone or email.
To Apply:	<p>Applications are accepted Monday – Friday 8:30 am – 3:00 pm</p> <p>In the Human Resources Office in Building I on the Main Campus 3421 Mike Padgett Hwy, Augusta, GA 30906</p> <p>Or Email to jbrooks@serenitybhs.com and sdefriest@serenitybhs.com Or apply at http://www.serenitybhs.com</p> <ul style="list-style-type: none"> • Incomplete applications will not be considered • Applications must be submitted by the close of business on the closing date
Conditions of Employment:	<ul style="list-style-type: none"> • Applicants are subject to criminal records check, drug screening, and former employment references. If the applicant refuses to submit to drug testing or fail the drug testing, they will be disqualified from state employment for 2 years from the date of testing. • For positions that require a high school diploma, the diploma, transcript or a copy of the GED will be required. • For positions that require a degree, a certified copy of your transcript will be required. • Any male applicant between 18 and 26 years of age must present proof of having registered with the Selective Service as required by federal and state law, or of being exempt from such registration.
An applicant who has a disability, which requires special accommodations to complete the applicant process, should contact the Human Resources office.	
Serenity Behavioral Health Systems is an Equal Opportunity Employer	