



BELIEVE THERAPIES

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DIVISION 1: ESTABLISHMENT MANAGER JOB DESCRIPTION

PURPOSE

To oversee the production of Division 1 of the company, to assist the production and viability of the whole company, with statistics maintained at average or above average levels.

PRODUCT

Maintaining stable, communicative, ethical, productive staff.

POST FUNCTIONS

Statistics

- Routinely meet with all division staff to review statistical information and apply conditions as needed.
- Ensuring internal staff corrections and continuing education of all staff members so the company flows smoothly and efficiently.
- Partners with division managers to understand future talent needs, recruiting, retention, and succession planning.
- Hiring and ensuring new staff orientation and hatting is completed timely during the onboarding process.
- Ensures all staff are trained and maintain compliance with all company policies and procedures, including employee handbook.
- Handles discipline and termination of employees in accordance with company policy.
- Creating and maintaining up-to-date personnel files for all employees reflective of current contract agreements, work schedules, and performance reviews.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Ensuring all division responsibilities are completed daily, with coverage obtained/provided as needed.
- Perform other duties as delegated, required or requested.

Personnel

- Ensuring all positions within the division are staffed appropriately, which includes recruitment, interviewing, onboarding, and orienting new staff.
- Ensuring division employees maintain compliance with company policies and procedures, as well as enforcing disciplinary action or employment termination when warranted.
- Ensuring appropriate time management of all staff within the division, through timecard approval and PTO approval/denial.
- Provides constructive and timely performance evaluations.

SKILLS NEEDED

Must have a high communication level (verbal and written), great control and really enjoy working with others at all levels. Must demonstrate excellent interpersonal, negotiation, and conflict resolution skills. Establishment services are key, so it is up to the Establishment Manager to uphold a standard of excellence throughout the company. Must be able to manage by statistics and to abide by conditions.

QUALIFICATIONS

- Basic understanding of leadership and managing by statistics.
- 1 year of experience within an human resource job preferred.
- Thorough knowledge of employment-related laws and regulations.
- Basic understanding of computers and Microsoft Office applications.

SCHEDULE

This position is Full-time, per your individual employment contract. Attendance is very crucial in this position so all time-off and lateness must be worked out beforehand when possible.

MAIN STATISTICS AND PRODUCTION QUOTAS

- Promotion Out/Recruitment
- Staffing Expenses
- Staff Retention
- Payroll Expense Per Billable Hour

Quotas will be set weekly or monthly (depending on the statistic) and are expected to be met within the first 30 days and consistently thereafter. The expectation is that all statistics will be maintained at the condition of Normal or better.

VALUABLE FINAL PRODUCT

Enhanced staff members and client relations.



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JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I, _____ have received a copy of the job description for my position:

Position: _____

Revision Date: _____

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date