



**MAKING MOMENTS COUNT
FOR KIDS & FAMILIES**

Human Resources Manager Job Description

40 Hours per week

Reports to: Executive Director

Salary Range: \$ 69,000-\$77,000 DOE

CRESCENT COVE:

The mission of Crescent Cove is to offer care and support to children and young adults with shortened life expectancies, and to their families who love them. Crescent Cove is Minnesota's first and only residential children's respite and hospice home, open since 2018 in Brooklyn Center. This joyful home-away-from-home is a place where children and families feel Assured, Celebrated, and Embraced.

Kids and young adults, 0-21 years old, are able to stay in one of five bedrooms for overnight respite and, as needed, a sacred place for end-of-life. Nursing professionals trained in pediatric palliative care are on-site to provide daily care, and Crescent Cove has a network of therapists to engage kids through music, art, or pet therapy, and energy work. Our goal is to make every day the "Best Day Ever" for kids at Crescent Cove and Make Moments Count.

There is tremendous demand for this innovative model of care. Crescent Cove is planning for a second facility by 2028.

Position Description

The HR Manager is the keystone position to our healthy culture which allows our team to singularly focus on meeting the needs of kids and families. The HR Manager is responsible for ensuring that employees feel supported and cherished through every aspect of their employment, from onboarding and benefit enrollment to communicating key messages to staff and celebrating individual and team achievements. This person is a member of our staff Leadership Team along with others who report to the Executive Director and also works closely with our Finance Manager and Director of Nursing. As a department of one, this role independently leads and implements all HR functions at Crescent Cove.

Primary Job Responsibilities

- Responsible for HR Operations, including payroll.
- Strategic Advisor to the Leadership Team on evolving and ongoing HR matters.
- Works closely with the Director of Nursing and other supervisors to recruit staff and promote Crescent Cove as a caring place to work.

- Onboard employees efficiently and effectively so they feel valued from their first orientation and day of work.
- Support the Director of Nursing and other supervisors in addressing employee discipline, terminations, and investigations while keeping strict confidentiality.
- Work closely with the Director of Nursing to plan and execute our annual Education Day to deliver required education and further deepen teamwork among employees.
- Help our staff feel valued through the employee appraisal process, annual staff survey, and support them in seeking and taking part in opportunities for development and education.
- Lead the “Sunshine Committee,” the internal committee that celebrates our employees many milestones and contributes to our culture of caring.
- Leads the internal communication channels of a weekly staff newsletter and intranet site, working closely with the Communications Manager and Director of Nursing on content and messaging.
- Perform other duties as assigned. These duties will include approximately 8 hours a week of support in medical billing and grants reimbursement processing, as well as some support for our Finance Manager.

QUALIFICATIONS:

- Minimum of a 2-year associates degree and 5 years of working experience in HR related roles.
- Self-sufficient, self-starter able to work independently and identify/prioritize tasks
- Resilient, flexible, and able to adapt to ever-changing circumstances and responsibilities.
- Excellent organizational skills, attention to detail, thorough and a desire to be accurate
- Effective interpersonal communication skills displayed through strong listening, writing, and speaking abilities.
- A working knowledge of Google Workspace and Microsoft Office interchangeably.
- Ability and willingness to learn new software packages as they will be responsible for working with donor management software (Network for Good), financial software (QuickBooks), Payroll software (KPay), etc.
- Knowledge of nonprofit and healthcare operations preferred.
- Knowledge and experience mentoring and coaching employees preferred.
- Experience in a HIPAA-compliant work environment is preferred but not required.