

Vice President Human Resources



Mission Statement

To model Christ's love for humanity by creating life-enhancing relationships, services and environments.

Vision Statement

To be a community where individuals live with purpose and dignity.

Cedar Community has partnered with Spano Pratt Executive Search. For a confidential conversation and to learn more about this opportunity, please contact Spano Pratt Executive Search.

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About the Organization

Cedar Community is a not-for-profit senior living community where our residents enjoy, explore and embrace their best life. The natural settings, faith-based mission and high-quality services afford seniors the opportunity to live a more purposeful, fulfilled life among family and friends.

Cedar Community is four campuses and 16 divisions strong, with 900+ residents, 400+ employees and 500+ volunteers. Hundreds more people living in five SE Wisconsin counties also benefit from Cedar Community's outreach and home and community services.

Cedar Community ministry program offers opportunities to worship in large and small gatherings, work with others in fellowship and prayer, explore spirituality and diversity, and enjoy the blessings of all faith traditions. Cedar Community works in partnership with all faiths and area congregations for our residents. Together, the team members, residents and volunteers live out the mission of Cedar Community each and every day.



Cedar Community is the only not-for-profit, faith-based senior retirement community to provide comprehensive residential and health care services for older adults based in Washington County, Wisconsin. Residences include historic ranch homes nestled in the woods along the shores of Big Cedar Lake in West Bend, as well as modern duplex ranch homes, and comfortable, cozy independent and assisted living apartments in both West Bend and Elkhart Lake. Cedar Community offers seniors a carefree lifestyle without the worries of home and yard maintenance. It's Wisconsin independent living at its finest.

Cedar Community health care services provide the highest-quality care for seniors. From outpatient therapy and home health, to long-term care or end-of-life hospice care, residents enjoy a maintenance-free lifestyle, with peace of mind, knowing that the services they may need are right here, when they need them, from team members they know and trust.

Position Summary

The Vice President of Human Resources reports directly to the CEO of Cedar Community and is a member of the Administrative Council and Executive Team. The VP of Human Resources leads and oversees all aspects of the HR function, from working with the Operating Units to understand and anticipate their diverse staffing needs, to developing and maintaining a fully capable team of human resource professionals that can effectively and efficiently deliver against those needs.

Position Overview

Strategy

- Serve as a strategic business partner and a trusted advisor to the business leaders by providing guidance on all talent related matters.
- Build, mentor and sustain a fully capable team of HR professionals, with expertise and adequate depth in key HR capabilities.
- Participate broadly and actively in the strategic planning process, helping to operationalize the plan and help leaders to identify and address potential HR implications of key plans and initiatives.
- Attend Board Meetings as part of the Administrative Council as determined by the CEO.

Compliance and Policies

- Ensure the corporation is in compliance with current applicable federal and state employment regulations regarding wages, overtime, work hours, worker's compensation, unemployment compensation, health care insurance, etc.
- Assist in developing human resources policies. Perform regular audits of policies ensuring cultural and compliance alignment and advising the CEO of need for change.
- Interpret department policies and procedures to team members, residents and visitors as necessary or required.
- Maintain confidentiality of all team member and corporate information.
- Responsible for the uniform administration of Human Resource policies.

Total\Rewards

- Conduct annual wage surveys and make recommendations to ensure wage ranges are in parity with the industry and market.
- Oversee payroll, benefits administration, safety/worker's compensation, recruitment, work scheduling, and all aspects of the human resources of the organization.
- Review benefits programs and make recommendations for addition, subtraction of modifications of benefits to the Administrative Council, and gain consensus for further action or to maintain status.
- Oversee negotiations with vendors in contracting all insurance programs.

Recruitment and Retention

- Develop and execute an efficient onboarding process.
- Consult with department managers and directors to properly staff their departments, eliminating/correcting problem areas.
- Work cross functionally with marketing to enhance and leverage Cedar Community employment brand, social media presence and career portal to attract and engage applicant pools.

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- Coach and train managers on the interview process, ensuring equitable and inclusive practices.
- Oversee staff appreciation/recognition events.

Professional Development

- Oversee the consistent and enterprise-wide performance management process.
- Review job descriptions for accuracy.
- Create and develop corporate training standards and programs.
- Oversee suitable training solutions for team members to educate, enhance performance, and recognize performance.
- Attend, participate and lead workshops, seminars, etc., to keep abreast of current changes in human resource matters, as well as to maintain a professional status.
- Serve on any committee as directed by the CEO.
- Oversee the Customer Relations Department and Volunteer Coordinator role and process.
- Provide leadership to promote the mission, vision and values of Cedar Community.

Administration

- Prepare the annual operating budgets for areas of responsibility for approval by the CEO.
- Maintain HRIS (Orbit/Kronos) and related systems that meet corporate needs and comply with current employment practices.
- Provide a warm, welcoming and friendly atmosphere for residents, families, visitors and staff.
- Prepare a monthly HR Department summary (1 page) to be included in the Board of Directors 'Board Packets' updating the Board on key and significant changes or accomplishments within the HR Department.

POSITION QUALIFICATIONS

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and question of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Autonomy - Ability to work independently with minimal supervision.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication Oral/Written - Ability to communicate effectively with others using the spoken and written word.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Friendly - Ability to exhibit a cheerful demeanor toward others.

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- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Safety Awareness - Ability to identify and correct conditions that affect team member safety.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long-range goals can be achieved.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

Education

Bachelor degree earned from an accredited four-year college with Human Resources or related field. Master degree preferred.

Experience

Possess a thorough knowledge of the laws, regulations, and guidelines concerning human resources administration.

Ten years human resource experience; including HRIS, recruitment, retention, total rewards.

Experience serving as a strategic business partner.

Skilled in HRIS and related technology systems.

Location

This position is headquartered at the Cedar Community campus in the beautiful community of West Bend, WI. For more information about West Bend visit: <https://visitwestbend.com/>.



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