



Operations & People Care Manager

Position Title: Operations & People Care Manager **Office:** Care Net HQ, Lansdowne, VA
Reports To: SVP of Administration & Operations **Exempt/Non-Exempt:** Non-Exempt
Department: Operations **Position Type:** full-time
Direct Reports: none **Date Revised:** November 2023

Position Objectives:

At Care Net, our team is our greatest asset, and the care of each member is our greatest responsibility. The Operations & People Care Manager at Care Net will play a vital role in managing and optimizing our Human Resources Information System (HRIS) and building a culture that is Christ-centered, supportive, and empowering.

You will be responsible for overseeing recruiting, onboarding, benefit selection, payroll verification, annual review processes, and off-boarding while ensuring alignment with the organization's mission and values. This role requires someone who thrives in a fast-paced, ever-changing environment, and has the ability to streamline processes. You will be responsible for developing key performance indicators around your deliverables and reporting on progress.

Primary Responsibilities

People Systems

- 3+ years of experience in HRIS system administration and maintenance. Care Net uses Paylocity; therefore, experience with this system is a plus.
- Ensure data accuracy, system integrity and data security.
- Build and optimize system modules to align with ministry best practices and Care Net specific requirements.
- Maintains strict confidentiality of employee, privileged and sensitive information
- Work with benefit providers for health insurance, 401K, etc.

Recruitment

- Manage the recruiting process, including job requisitions, postings, applicant tracking
- Collaborate with hiring managers to ensure effective candidate selection for open roles.
- Work with and manage external recruiters, as required, to obtain additional candidates for select roles.

Onboarding:

- Develop and maintain an effective onboarding program.
- Ensure new employees receive the necessary training and orientation.

Benefit Selection:

- Assist employees with benefit enrollment, inquiries, and changes.
- Verify payroll data to ensure accuracy. This role will not run payroll. The accounting department manages payroll. You will collaborate with accounting to address any payroll-related issues.

Annual Review Process:

- Oversee the administration/system functions of the annual performance review process, and the resulting merit pay modifications.

Off-boarding:

- Manage the off-boarding process, assigns tasks to staff, and ensures proper documentation.
- Ensure a smooth transition for departing employees.

Compliance & Reporting:

- Assist in compliance with employment laws and regulations by working with the SVP of Administration & Operations and, if necessary, outside legal/HR counsel.
- Generate reports and analytics on key culture and staff metrics for management.

Employee Relations & Culture:

- Coordinate hospitality arrangements for board meetings and other events.
- Maintains devotional calendar for the team.
- Plan and coordinate staff retreats.
- Develop and maintain employee appreciation programs, including birthday and holiday programs.

Qualifications:

- 3+ years of experience in HRIS system administration and maintenance.
- Bachelor's degree from an accredited college or university
- Committed follower of Jesus Christ who wholeheartedly shares and will uphold the Care Net's Statement of Faith, Vision, Mission, and Core Values.
- Possesses a strong commitment and dedication to the pro-life position and Biblical family values.
- Relational sincerity and warmth, with proven capacity to earn the trust and goodwill of both co-workers and partners.
- Able to foster a positive and supportive work environment that encourages unity, forgiveness, and reconciliation among employees in accordance with principles from Matthew 18.
- Proven ability to uphold standards of confidentiality related to sensitive information.
- Ability to perform well under pressure and deadlines. Very organized.

Application Instructions To apply, send a cover letter, resume, and a brief statement describing your Christian faith and your pro-life position to Kathy LoBuglio, Senior VP of Administration & Operations, Care Net, at klobuglio@care-net.org. No phone calls, please