

From managing employee relations to recruiting, training and retaining this is human resources.

Are you motivated, dedicated and dependable? Do you love to go above and beyond to help others?

At FirstLight® Home Care, we're dedicated to hiring people who have a passion for excellence. We are looking for individuals who believe in fostering teamwork and collaboration and who have a heart for helping us grow and succeed so that we can provide exceptional care and compassion to our clients everyday. We're currently searching for a Human Resources Manager who is committed to making a difference in the lives of others.

When we find these amazing professionals, we believe in taking really good care of them because individuals who believe in the FirstLight Culture of Care – our commitment to service excellence, personal growth and accountability – will help us improve the lives of our clients and their families.

Human Resources Manager responsibilities include:

- Effectively establish a rapport with employees and partners
- Recruit, train and retain employees
- Understand, adhere and reinforce established FirstLight policies and procedures
- Maintain employee benefit programs and contracts, and recommend new programs to management
- Take initiative and determine actions to meet goals

The ideal candidate will have:

- Associate degree or equivalent from two-year college and/or human resources certifications, PHR or SHRM-CP
- Two to five years of related human resources compliance experience and/or training
- Management experience in a team-orientated workplace
- Skills to understand the level of commitment, dedication and consistency of human resources
- Ability to effectively manage the demands of the job

FirstLight offers:

- Competitive pay and advancement opportunities
- Rewards and recognition programs
- Culture of Care environment
- Exceptional support team

FirstLight Home Care is a leading provider of non-medical home care services, helping individuals achieve the quality of life they deserve. We are a lifeline and peace of mind not only for seniors, but for people recovering from illness, injury or surgery; adults with disabilities; new and busy mothers; veterans; and anyone over the age of 18 who needs extra assistance.



NOW HIRING **Human Resources Manager**

We are coaches, educators,
problem solvers, encouragement,
listeners, mentors, trainers
{ caregivers }.



FirstLight[®]
HOME CARE