



Diocese of Joliet

DIOCESE OF JOLIET

JOB DESCRIPTION

TITLE Human Resources Representative
AGENCY Human Resources
SUPERVISOR Director of Human Resources

JOB SUMMARY

The Human Resources Representative will assist with the daily functions of the Human Resource (HR) department including recruiting, HRIS, leave of absences, performance management, compliance, and enforcing company policies and practices to serve the needs of the Blanchette Catholic Center, parishes, and schools within the Diocese of Joliet.

SUPERVISORY RESPONSIBILITIES

None

DUTIES & RESPONSIBILITIES

- Consults with parish or school to understand the requirements, duties, and qualifications desired for a position.
- Maintains accurate records of active job openings and received applications; maintains internal and external job postings.
- Maintains Human Resources web page and recommends creative sourcing options to post diocesan, parish, and school position openings.
- Screens candidates, selects qualified and interested candidates for the interviewing phase and connects viable candidates with the Directors of the department with open positions.
- Checks candidate's references and credentials, verifying experience and backgrounds.
- Monitors employee compliance with Virtus/Protecting God's Children for diocesan employees.
- Assists with recruitment process for all our Catholic schools in the Diocese. Tracks status of candidates in HRIS and updates throughout the recruitment process.
- Organizes and attends job fairs, campus events, and other networking opportunities to represent our Catholic schools within the Diocese of Joliet.
- Assists in developing and implementing a performance management process within the Blanchette Catholic Center, parishes, and schools.
- Recommends changes or additions in the diocesan policy and procedure manual.
- Process and administer all leave of absence requests; medical, personal, and FMLA for all employees in the Diocese of Joliet.
- Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.
- Implements new hire orientation and employee recognition programs.
- Is an active member of the Diocesan Engagement Committee and assists with tasks related to annual anniversary appreciation events, Christmas celebration, Daybreak, and other engagement activities.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices, reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources,

talent management, and employment law.

- Supports the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet

OTHER DUTIES AND RESPONSIBILITIES

- Performs other duties as assigned.

EDUCATION/QUALIFICATIONS

- Bachelor's Degree in Human Resources, Business Administration, Psychology, or related field.
- At least 4 years of human resources or related experience required.
- Strong ability to act with integrity, professionalism, and confidentiality.
- Proficiency with core Microsoft products including Outlook, Word, Excel, PowerPoint, Teams, SharePoint, and Forms.
- Proven multi-tasking skills and exceptional organizational skills.
- Detail-oriented self-starter who works effectively with minimal day to day supervision.
- Proven strategic recruitment experience including sourcing and developing talent pipelines.
- Ability to think creatively and strategically when it comes to client requirements, problem solving, and task management.
- Team player with excellent verbal and written communication skills, project planning, and interpersonal skills required.
- Proficiency with or ability to quickly learn HRIS and talent management systems.
- Demonstrates ability to apply critical thinking skills and a logic-based approach to problem solving required.
- The ability to build positive and collaborative relationships.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

WORKING CONDITIONS

This is a full-time exempt position with benefits. Normal work week, Monday through Thursday 8:00 a.m. through 4:30 p.m. Fridays 8:00 a.m. to 1:00 p.m. As needed, requires travelling to assist at parishes.

Name: _____ Date: _____

Supervisor: _____ Date: _____

If interested in this amazing opportunity, please send a cover letter and resume to the Human Resources Department at humanresources@dioceseofjoliet.org

¹This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions

listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.