



## **STORY COTTAGE PEOPLE CHAMPION**

**COMPANY SUMMARY:** Every day in the United States, 10,000 people turn 65. This growing group of retirees has higher service expectations than any previous generation and want customized experiences. Senior Home Companions meets these needs directly with our unique blend of personalized support ([www.shcindiana.com](http://www.shcindiana.com)). SHC has served older adults in Indiana and Florida for more than two decades.

Story Cottage was developed by SHC to come alongside of clients with dementia or Alzheimer's when staying in their own home becomes too much. Story Cottages are exclusive, custom homes that serve eight to ten residents with boutique memory care in affluent areas of Indianapolis. Our mission is to create flourishing moments for each resident, every day. (<http://www.storycottageiving.com/>).

**JOB SUMMARY:** The People Champion is responsible for leading the Story Cottage employee experience with an emphasis on attracting and recruiting the best talent in memory care. In this dynamic and forward-thinking role, the People Champion has the opportunity to craft an impactful training program while perpetuating a world-class culture for boutique memory care.

### **EXPERIENCE & QUALIFICATIONS:**

- Bachelor's degree in a related field
- Three to five years of recruitment with some general HR experience
- Homecare or senior living experience preferred
- Excellent verbal and written communication with strong interpersonal skills
- Ability to conduct structured phone, electronic or in-person competency-based interviews
- Strong decision-making skills
- Persuasive and motivating in getting candidates across the line
- Must have a high level of integrity and appropriately handle confidential information
- Must have a passion for the elderly, patience and a positive attitude
- Solution-focused outlook
- Ability to identify opportunities for improvement and create processes
- High attention to detail and follow through
- Ability to excel in a highly engaging, entrepreneurial environment
- Computer skills: Microsoft Office, willingness to learn ATS & care management systems

## **ESSENTIAL JOB FUNCTIONS:**

### *Recruitment*

- Assist in the creation & implementation of recruiting strategy for caregivers & staff
- Act as a point of contact and build influential candidate relationships during the selection process with an emphasis on creating an exceptional candidate experience
- Recruit top industry talent with an intense emphasis on engagement and retention
- Prepare and post open positions across multiple channels (ie. job boards, college/university career pages and social platforms)
- Spend designated time in the community to build relationships that will assist in recruitment
- Screen candidate resumes and applications
- Conduct all phone screens and in-person interviews using various reliable personnel selection tools/methods to filter candidates to ensure the best talent is attracted
- Assess applicant's relevant knowledge, skills, soft skills, experience and aptitudes
- Responsible for the complete onboarding process of new employees to include administration of all new hire paperwork, background checks & reference checks
- Hit onboarding monthly goals and targeted budgets for positions
- Monitor and apply HR recruiting best practices
- Participate in the retention program and promote us as one of the "best places to work"

### *Training*

- Create consistency in Story Cottage orientations that exceed candidates' expectations
- Work with external resources to develop and lead a training and ongoing education curriculum
- Coordinate with the external nurse to make sure all new caregivers are aware of resident's individual preferences and needs
- Ensure engagement of all staff with comprehensive training and development opportunities

### *Development*

- Be a "Champion" of Story Cottage and foster an environment where residents are thriving through consist care and personalized service
- Live out Story Cottage's values of Integrity, Compassion and Effectiveness while furthering the Story Cottage mission of creating flourishing moments
- Develop, coach/mentor and oversee the caregiving staff at Story Cottage to help improve knowledge and/or skills, with support from the Story Cottage Manager
- Oversee and facilitate discipline and improvement plans as needed
- May be asked to help with client and household needs to support the team
- As part of a rotation, participate in on-call and weekend support as needed
- Manage the accountability chart and job descriptions for all roles at Story Cottage
- Create bench strength and succession planning for the Story Cottage model to allow for us to expand and grow the model

*Kindly Direct Resumes to Nicole Bieker, HR Lead*

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