



HAYWOOD ST† Minister of Staff Care

The Minister of Staff Care will manage and support HSC staff to ensure a culture and work environment that reinforces the mission, goals, and objectives of Haywood Street Congregation with a focus on “Relationship Above All Else.” Will incorporate HSC’s core values into personnel policies and staff care initiatives. Will help address the day-to-day needs of the staff while also developing personnel strategy, policies, and procedures. Will collaborate with and support directors/managers. The Staff Care Coordinator will be an integral part of and assist the leadership team and will work closely with the Staff Parish Relations Committee.

Reports to: Executive Director

Administrative Duties and Responsibilities:

- Recruit, screen, select, hire staff with input from directors/managers
- Devise procedures and practices for hiring new staff and managing staff
- Establish and oversee an orientation for onboarding new staff training them to meet the needs of HSC while maintaining staff wellness
- Oversee exit interviews
- Approve and schedule PTO and Sabbatical leaves based on employee and HSC needs
- Develop, analyze, and update annual staff evaluation process
- Oversee the annual staff well-being audit
- Assist directors/managers with staff evaluations and communications
- Assist directors/managers with disciplinary actions
- Develop, implement and revise staff compensation policies
- Develop, implement, and revise salary budget
- Create and revise job descriptions
- Develop, revise, and recommend staff policies and procedures and maintain staff handbook

- Maintain staff records and reports
- Perform benefits administration
- Serve as staff liaison to the Staff Parish Relations Committee
- Investigate allegations of staff misconduct and make recommendations to supervisors for appropriate action

Staff Care Responsibilities:

- Provide a safe place for staff to bring concerns and questions
- Develop lines of ongoing internal communications
- Assess staff needs
- Respond to questions or complaints from employees in a timely fashion
- Create and implement staff relations policies to help increase staff job satisfaction
- Communicate with staff about compensation, benefits and other facets of their employment
- Conduct/coordinate staff relations counseling
- Promote opportunities for staff to interact with each other, especially Respite
- Manage staff development training
- Co-Lead Diversity, Equity and Inclusion assessment along with our Leadership Team
- Ensure all human resources decisions are made with an equity lens
- Plan and implement staff appreciation events, retreats
- Assist staff with self-care and refer to pastoral care
- Find and promote opportunities for staff growth, education, and experiences
- Work with directors/managers to address staff's need for feedback
- Facilitate the resolution of conflict among staff members

Desired Skills and Qualifications:

- Thorough understanding and acceptance of the Haywood Street mission and vision

- Degree, certificate or courses in counseling, human relationships or similar fields
- Work or intern experience in nonprofit organization
- Professional human resources experience
- Ordination not required
- Experience addressing issues of diversity, equity and inclusion in an organizational setting
- Excellent communication and interpersonal skills