

Human Resources Manager

Company: Homesit LLC

Location: Winter Haven, FL (On-site)

Position Type: Full-Time / Executive Management

Reporting to: Upper Management

Tax Filing Form: IRS Form W-4 Exempt

About Homesit LLC

Homesit LLC is a premier, licensed non-medical homemaker and companion services agency registered with the Florida Agency for Health Care Administration (AHCA). We deliver absolute peace of mind, safety, and independence to families across Polk County.

Our company culture is built on hospitality as a philosophy—where diligence, loyalty, and accountability guide everything we do. We are seeking a strategic, highly organized, and compliance-driven **Human Resources Manager** to champion our employee lifecycle, protect our regulatory status, and scale our workforce.

Why Join Homesit LLC?

- **Strategic Influence:** You won't just push paper; you will partner directly with leadership to shape our workforce strategy and corporate culture.
- **Competitive Total Rewards:** Attractive base salary, comprehensive health and dental insurance, and a 401(k)-retirement plan benchmarked against the Florida home care industry.
- **Executive Support:** Benefit from an engaged upper management team dedicated to removing roadblocks and investing in your professional development.

Key Responsibilities

1. Talent Acquisition & Strategic Onboarding

- **Full-Cycle Recruitment:** Architect and execute sourcing strategies using career sites, social media, and industry networks to maintain an active pipeline of premium W-2 care professionals.
- **Elite Screening:** Evaluate candidate alignment with our high standards of hospitality, reliability, and compassion.
- **Onboarding & Tax Setup:** Oversee a seamless day-one experience, ensuring accurate digital execution of IRS Form W-4 and employment agreements.

2. AHCA Compliance & Labor Law Risk Management

- **Audit Readiness:** Meticulously audit and maintain digital employee records to ensure 100% compliance with Florida Agency for Health Care Administration (AHCA) Level 2 screenings.
- **Labor Law Adherence:** Serve as the internal subject matter expert on Florida labor laws and non-medical employment regulations regarding shifts and conditions.

3. HRIS, Payroll, & Benefits Administration

- **Systems Leadership:** Leverage advanced HRIS platforms (e.g., Workday, Zoho People, or industry-specific home care tech) to manage employee data and pull workforce insights.
- **Compensation Liaison:** Oversee the structural data flow of tracked hours and mileage to guarantee flawless, compliant payroll execution.

4. Employee Relations & High-Retention Culture

- **Retention Strategy:** Design and deploy modern workforce engagement programs that lower turnover in a highly competitive market.
- **Conflict Resolution:** Act as the primary objective point of contact for staff grievances, investigations, and performance coaching.
- **Performance Systems:** Drive annual wage, salary, and performance reviews to ensure high performers are properly recognized and incentivized.

Qualifications & Requirements

- **Education:** Bachelor's degree in Human Resources, Labor Relations, Business Administration, or a related field (Equivalent senior-level HR experience will be strongly considered).
- **Industry Experience:** Minimum 3+ years of HR experience. **Prior experience in healthcare, home care, or senior care compliance is highly preferred.**
- **Compliance Mastery:** Deep understanding of wage-and-hour laws, W-2 payroll structures, and Florida employment standards.
- **Tech-Forward Skillset:** Advanced proficiency in HRIS platforms (Workday, Zoho, etc.) and the Microsoft Office suite.
- **Soft Skills:** Exceptional emotional intelligence, stellar conflict-resolution capabilities, and clear cross-functional communication skills.