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## HR Director

### Description

The Director of Human Resources reports directly to the Executive Director and is responsible for originating and leading Human Resources practices and objectives that will provide an employee-oriented, high-performance culture that emphasize empowerment, quality, productivity and standards, goal attainment, recruitment and training, ongoing development, and retention of an exceptional workforce. Position involves administering human resources policies, programs and practices including planning, organizing, developing, implementing, coordinating, and directing.

### Responsibilities

- Evaluate organization vision and mission, and recommend, design, and facilitate implementation of solutions to ensure alignment with the Company's overall direction.
- Responsible for implementing, enforcing and administering federal and state employment regulations as well as policies and procedures.
- Manage core Performance Management and feedback processes. Develop manager capability on employing these processes and obtaining best in class results.
- Establish salary guidelines for hiring and performance evaluations for each job within the organization
- Provide recruiting and hiring support by developing and overseeing recruitment strategies
- Serve as the Affirmative Action compliance director
- Administration of all corporate and employee benefits and services to include health care programs, 401(k), life insurance, disability insurance, leave management and benefits.
- Development and distribution of employee benefits packages, handbooks and

materials

- Collaborate with management and staff to drive workforce planning initiatives within divisions and department teams.
- Provide proactive guidance and counsel to managers and employees on employee relations issues.
- Oversee the Human Resources department
- Introduce, lead and influence change management initiatives with management staff in order to address issues that will enhance overall performance.
- Coach employees on subjects such as career, leadership and performance development plans, compensation matters, and assist employees during implementation of change management initiatives.
- Ensure adherence of OSHA rules and regulations
- Manage all worker's compensation claims and represents the company at worker's comp hearings as needed
- Perform other duties as assigned under the direction of the CEO
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### Hiring organization

RISE Life Services

### Date posted

June 24, 2020

**Required Skills:**

- Knowledge of OPWDD and OMH
- Strong working knowledge of federal and state employment regulations
- Demonstrated success in all Human Resources functional areas within a fast-paced environment is essential. Must be hands-on and capable of producing work with limited support staff
- Must be results-oriented and demonstrate strategic thinking, innovation, flexibility in dealing with changing and ambiguous situations
- Experience conducting comprehensive needs analysis, organization design and development initiatives, implementing change models and developing organization structures while proactively driving ongoing optimization efforts.
- Excellent project management skills including successful leadership of projects from planning phase through completion
- Strong leadership skills including superb communication, consultative skills, partnership skills and team building.
- Knowledge of Paycom preferred

**Qualifications****Minimum Qualifications:**

- Bachelor's degree in Business Administration, Human Resources or other related field from an accredited university is required.
- Master's Degree and/or SHRM certification is preferred
- Minimum of 5 years of progressive experience in strategic Human Resource leadership, preferably for a non-profit organization

**Job Benefits**

Health/Dental/Vision Insurance

Vacation/Personal/Sick Time

401k Plan

Life Insurance

Flexible Spending Account

Education Tuition Assistance