



JOB ANNOUNCEMENT

Community & Family Services

www.communityandfamilyservices.org

POSITION TITLE: Human Resources Director
RESPONSIBLE TO: Executive Director
LOCATION: 1015 W. Washington St., Hartford City, Indiana w/rotation to satellite offices
WORK SCHEDULE: M-W-F | 8am – 2pm – some extended evening hours & weekends may be required

RESPONSIBLE FOR: To lead the Human Resources department and work collaboratively across the organization to plan, direct, and coordinate all human resources initiatives. Working closely with the administration team, the Human Resources Director develops and implements HR policies, procedures, and initiatives including recruitment and onboarding, talent management, disciplinary action and termination, legal compliance with state and federal laws, succession planning, compensation and benefits, employee relations, performance, training, and development.

STATUS: **Part time Regular, Non-exempt**

PAY RANGE: **\$28.00 - \$31.25 p/hr.**

BENEFITS: **Paid time off**

KNOWLEDGE, SKILLS, & ABILITIES

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.

JOB DESCRIPTION: See attached job description

CONTACT: Send application, letter of interest & resume to: bcowgill@comfam.org.

HUMAN RESOURCES DIRECTOR



RELATIONSHIP

Supervised By: Executive Director
Supervises: May supervise HR department staff or other staff as assigned.

COMMUNITY ACTION PROMISE

All employees of Community & Family Services must have the capacity to embrace the Community Action Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

POSITION SUMMARY

To lead the Human Resources department and work collaboratively across the organization to plan, direct, and coordinate all human resources initiatives. Working closely with the administration team, the Human Resources Director develops and implements HR policies, procedures, and initiatives including recruitment and onboarding, talent management, disciplinary action and termination, legal compliance with state and federal laws, succession planning, compensation and benefits, employee relations, performance, training and development.

SUPERVISORY RESPONSIBILITIES

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

REQUIRED SKILLS/ABILITIES/KNOWLEDGE

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Knowledge of state and federal laws affecting Human Resources administration, best practices related to HR, confidentiality required to protect the rights of employees, and de-escalation of crisis situations.

HUMAN RESOURCES DIRECTOR



RESPONSIBILITIES

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements the organization's policies and procedures, insuring federal, state, local and program specific regulatory compliance to minimize organizational risk.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Insures HR provides high levels of service to employees and is welcoming, accessible and responsive.
- Works with the Administration Team to develop and implement an overall talent acquisition and workforce planning strategy.
- Oversees the full cycle recruiting process. In conjunction with directors and program managers, directs and performs recruitment and selection by ensuring effective planning, sourcing, assessment and interview techniques and tools to hire and place well-qualified candidates on a timely basis.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Monitors and ensures the organization's compliance with state and federal funding source regulations and guidelines including but not limited to CSBG CAR Compliance.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors employee morale and advises leadership on employee engagement strategies to build a positive, inclusive culture consistent with the vision, mission and values of the organization.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to Administration Team.
- Works closely with the Administration Team to develop and implement a diversity, equity and inclusion strategy for the organization.

HUMAN RESOURCES DIRECTOR



RESPONSIBILITIES

- Provides advice and counsel to managers on a variety of human resource areas including employee handbook interpretations and employee relations and performance management, and in conjunction with the Administration Team insures consistent application across the organization.
- Insures the integrity of HRIS systems, employee database information and all relevant employee records. Performs HR administrative duties, monitors HR metrics, analyzes data and provides pertinent reports and recommendations.
- Develops and implements departmental budget.
- Performs other duties as required.

EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.

PHYSICAL REQUIREMENTS

- Able to remain in the seated position in short intervals or for lengthy time-frames.
- Raising or lowering an object from one level to another (includes upward pulling) 25-50 lbs.
- Must be able to travel to out-of-town meetings and/or trainings.

OTHER REQUIREMENTS

- Must possess a current driver's license with liability insurance and have a good driving record.
- Must be able to be insured by our Insurance Carrier if driving a CFS vehicle, leasing, or conducting CFS business in personal owned vehicle.
- Must be able to pass drug and alcohol screenings.
- Must pass a Criminal Background Check.