

## **Community Advocates Human Resources Manager**

The Human Resources Manager is responsible for providing support and guidance in the areas of recruitment, performance and compensation management, HR policy development and training to ensure Community Advocates (CA) is positioned to meet the needs of our clients and create a healthy, supportive and rewarding work environment. The Human Resources Manager will be a passionate advocate for Community Advocates' mission and vision. The HR Manager, along with the leadership team, will facilitate a strong organizational culture by developing and driving organizational initiatives to ensure that CA remains a great place to work.

### **Primary Responsibilities:**

- Support talent recruitment to include job description development, job ad development and placement and active recruitment using job boards, social media, and employment agencies.
- Support leadership with interviewing and testing, provide advice on candidate selection, conduct and analyze exit interviews and recommend changes.
- Support leadership with the performance management process always ensuring effectiveness, compliance, and equity. Supports departmental needs to obtain certifications and other business needs.
- Responsible for compensation management. Research and understand the current and upcoming competitive markets for employee pay and benefits. Develop and evolve an organization's pay scale and structure.
- Implement and maintain employee benefits program, study and assess benefit needs and trends, recommend benefit programs to leadership, answer employee questions about benefits, conduct annual educational and enrollment meetings on benefit programs.
- Respond to and investigates employee relation issues such as employee complaints, harassment allegations, and civil rights complaints in a professional, confidential, and timely manner by using fact-finding meetings and interviews. Provides detailed documentation of incident(s) to the supervisor and communicate a proposed action plan for approval prior to implementation of resolution.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, maintain records. Provide unemployment compensation information as requested for employment hearings and required reporting.
- Responds to governmental and/or regulatory inquiries for employee statistics and other information.
- Efficiently administers and manages all types of leaves of absence, to include personal and family medical, worker's compensation, and/or leave related to ADA.
- Participate on committees and facilitate social activities, employee wellness activities and employee recognition activities that foster a positive and productive culture. Administer the annual employee satisfaction survey and partner with leaders to achieve

excellence in employee satisfaction scores as measured through the annual Top Workplace Survey.

- Maintain and revise the company's employee handbook as well as all HR policies and procedures.
- Leads continuous improvement to enhance HR value and establish data metrics.
- Identify and/or lead trainings for administration, management and staff to ensure compliance with federal, state and local requirements.

### **Education, Experience & Attributes**

- Bachelor's degree from an accredited college or university in Human Resources, Business or another relevant field.
- PHR, SPHR, SHRM-CP or SHRM SCP certification preferred
- Minimum five (5) years Human Resources management experience
- Thorough knowledge of all aspects of Human Resource management, including related legislation and employee relations practices and policies
- Knowledge of non-profit, social service sector a plus
- Highly professional approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; ability to collaborate with others; ability to work in small company environment; follows through on commitments.
- Excellent leadership, critical thinking, negotiation, multitasking and problem-solving skills
- Unquestioned integrity and ethics; ability to maintain confidentiality
- Excellent verbal and written communication skills, with the ability to make presentations.

Salary range is \$65,000 - \$75,000. To apply, email your resume and cover letter to [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net) with Human Resources Manager in the subject line. Date to apply by is July 15, 2020.