

Human Resource Director

CLASSIFICATION: Exempt, Salary

IMMEDIATE SUPERVISOR: CEO

POSITION SUPERVISED: HR Coordinator

Job Summary:

Stella Maris, is a growing detox facility in the NEO area. We are seeking a Human Resource Director to support the further expansion of the function and growth of the organization. The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy.

The ideal candidate for this role aspires to use progressive HR and leadership principles in their daily work. Additionally, the ideal candidate will have experience acting as a trusted advisor and coach within their previous roles.

Duties/Responsibilities:

- Leads diversity, equity, and inclusion strategy by collaborating with internal and external partners
- Collaborates with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs
- Administers and/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
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
- 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 upper management.
- Develops and implements departmental budget
- Facilitates professional development, training, and certification activities for HR staff
- 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:

- Proven experience working with a diverse demographic at all levels of an organization
- High level of emotional intelligence
- Strong knowledge of employee relations and progressive approaches to discipline
- Excellent interpersonal and negotiation skills
- Great attention to detail
- Proven ability to meet deadlines and manage multiple projects
- Strong analytical and problem-solving skills
- Proven track record of leading and developing a team
- 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 organizations HRIS and talent management systems

Education and Experience:

- Bachelors degree in Human Resources, Business Administration, or related field required;
- At least five years of human resource management experience required
- SHRM-CP or SHRM-SCP or similar credential required