

Director of Human Resources

The Job:

Do you want to make sustainable change in our community? Harbor Care is seeking a highly effective and experienced **Director of Human Resources, preferably a Juris Doctor, Employment Law**, to help further our mission.

About Harbor Care:

Harbor Care, formerly known as Harbor Homes and the Partnership for Successful Living affiliates, is an innovative health and human services non-profit organization that provides housing, healthcare, home health, behavioral health, addiction treatment, and more in collaboration with many community partners. Harbor Care is the new shared name of Harbor Homes, Keystone Hall, Healthy at Home, the Harbor Care Health and Wellness Center, and the Southern NH HIV/AIDS Task Force. We offer many programs specifically focused on our Military Veteran and homeless populations. Harbor Care integrates stable housing with vital supports such as: primary, dental, and mental health care, substance misuse treatment, employment services, and other wraparound supports proven to end homelessness, help change and save lives.

Flexibility to work from home.

Federally Qualified Health Centers (FQHCs):

Job Summary:

Harbor Care seeks an HR Director to work as a key member of a highly accomplished and skilled management team. The HR Director will report to the COO and will recruit and support the growth of our 350+ staff, ensure compliance with prevailing laws and best practices, manage HR systems that help our staff grow professionally, and help to build a culture that supports the core values of Harbor Care, including collaboration, quality, continuous improvement and high-performance standards.

The ideal candidate will be experienced in growing an HR department to its full potential, developing and implementing innovative HR policies and systems and managing change as the organization enters into a new phase of its growth cycle through planned mergers. The use of data will be a key factor to demonstrate department effectiveness. Non-profit HR experience, as well as healthcare experience, is a big plus. This is very much a hands-on position requiring an entrepreneurial spirit and strong technology and project management skills.

Essential Duties and Responsibilities:

- Provides excellent customer service to all staff and consumers consistent with the organization's "Red Carpet" treatment expectations
- Support a culture of diversity and inclusion using best practices
- Analyze the effectiveness of existing HR policies and procedures (including compliance, recruiting, hiring, onboarding, employee relations, training and off-boarding of personnel) ensuring best practices.
- Maintain knowledge of industry trends and employment legislation and ensure organization's compliance to governing regulations while supporting Harbor Care's mission and institutional values
- Analyze and manage the implementation of a human resources information system that includes personnel and payroll records, time and attendance reports, and other personnel information in compliance with applicable employment laws, as well as any grant compliance requirements.
- Provide leadership in administrative affairs, including coaching managers, counseling employees, and providing forums for communication and conflict resolution as needed with sensitivity and expertise to promote employee engagement, satisfaction, and retention
- Analyzes trends in compensation and benefits
- Design, implement, and cultivate effective training programs and professional development experiences to engage and develop Harbor Care's employees, as part of both an effort to achieve clinical excellence and develop and promote leadership from within the organization.
- Design and implement a robust on-boarding and orientation program that fosters knowledge of our programs and services across employees, helping to build our organizational culture, as well as a culture of giving.
- Model and interface with employees at all levels, tangible actions that help to foster a culture and environment of collaboration, high performance standards, learning and continuous improvement
- Manage recruitment and hiring processes including assisting hiring managers on writing job descriptions, determining appropriate salary levels, and interviews to identify best candidates
- Manage and administer employee benefit programs
- Collaborate and work closely with Finance Department and Payroll Manager
- Oversee and integrate credentialing activities with recruitment and on-boarding
- Assist with benefits administration and grievances
- Develop, manage and administer annual performance evaluation process and compensation reviews
- Supervise HR department staff, and through sound management practices, coaching and leadership development, grow the department as needed.
- Will be assigned as project manager or project member on organization wide initiatives
- Must be able to work occasional evenings and weekends as needed
- Performs other duties as assigned

Fiscal and Grant Management:

- Develop the fiscal year budget for the department
- Support the management of program grant budgets as it pertains to training initiatives
- Provide recommendations to senior leadership on the development of Harbor Care's overall budget

Basic Qualifications:

- Juris Doctor Degree - specialty Employment Law Required.
- Expertise in Employee Relations, Recruiting, Compensation, Organizational Development, Compensation, Benefits and Compliance.
- A minimum of five years in a senior human resource management role with notable accomplishments.
- SHRM-CP or SHRM-SCP highly desired.
- Expertise Managing an HR department's annual budget.
- Expertise developing a strong Human Resources Team.
- Expertise directing change management and organizational development.

Preferred Qualifications:

- Master's degree in Business Administration or related field desired
- Knowledge of Kronos for applicant tracking system or any other ATS
- Experience in a healthcare organization is preferred
- Current knowledge and interpretation of employment laws
- SHRM-CP or SHRM-SCP highly desired

Harbor Care's Commitment:

Model and enforce the "Red Carpet Treatment" among staff and clients comprised of the following:

- Earn our clients' trust
- Build long-term relationships
- Give Clients the best possible experience to make them feel like they're coming to a place they belong
- Provide the best quality of service
- Treat every Client with dignity and respect with each encounter
- You will prioritize communication from any Harbor Care employee seeking help for a client.

Harbor Care is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.