

Human Resources Business Partner

Feel good about where you work and what you do!

We are *Aspire Living & Learning*, a non-profit human services agency making a meaningful difference in the lives of adults and children with autism and other disabilities. At Aspire Living & Learning, amazing things happen every day. Relationships are formed. Lives are transformed. Through connection and self-discovery, neurodiverse children and adults are discovering their passions, unlocking potential, and thriving. Aspire employees are essential to helping people realize their passions, potential, and power. We are a diverse group of people, who are connected through our commitment to the mission.

Reporting to the Director of Human Resources, the Human Resources Business Partner will be responsible for formulating partnerships across the Human Resource (HR) function to deliver value-added service to management and employees that reflect the strategic objectives of the organization.

Responsibilities:

- Conducts regular meetings with Program Managers, Directors and other company leadership.
- Consults with front line supervisors, providing HR guidance as needed and when appropriate.
- Analyzes trends and metrics in partnership with the HR group to develop solutions, programs and policies.
- In partnership with Program Managers and company leadership, manages and resolves employee relations issues.
- Maintains knowledgeable of all Federal, MD State and local laws, workplace rules and regulations related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Provides day-to-day performance management guidance to Program Managers/leaders (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Provides guidance and input on business unit restructures, workforce planning and succession planning.
- Provides HR related training during employee on-boarding
- Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
- Build a strong consultative relationship with assigned client groups. Act as key HR point of contact, trusted advisor, and sounding board for managers, and employees.
- Work with management, HR team, and business leaders to identify, define and implement HR plans and solutions that address the needs of the business while considering the broader implication.

- Provide counsel and guidance to employees and managers on sensitive HR issues and concerns with a focus on problem-resolution and providing excellent customer service
- Provide day to day performance management guidance to line management (coaching, counseling, career development, disciplinary actions)
- Assist in the development, interpretation and administration of HR Policies and procedure. Assist with guidance and interpretation to all managers and employees
- Partner with HR colleagues and leaders to implement specific programs and initiatives directly aligned to business strategy in the areas of hiring, performance management, recognition, career development, organizational design, workforce planning, succession planning, talent development, compensation and employee relations.
- Identify and recommend training initiatives
- Manage and resolve all mid-level to complex employee relations issues within client groups.
- Conduct thorough and objective investigations as needed, assess risk and determine appropriate actions and make recommendations that are in the best interest of our employee and the business.
- Oversees all formal HR investigations into employment related-complaints (including claims from EEOC, or any legal issues).
- Special projects as required and assigned.

Requirements:

- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Minimum of 5 years of experience resolving complex employee relations issues.
- Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, and federal and state respective employment laws.
- Bachelor's degree
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
- **Must reside in Maryland**

Physical and Other Requirements:

- Prolonged periods of sitting at a desk and working on a computer.

- Able to stand for long periods of time on occasion.
- Must be able to lift up to 20 pounds at times.
- Use of specific equipment.
- This position may occasionally require both business day, overnight and out-of-area travel.

Our employees enjoy working with a fun team of dedicated professionals and believe in a healthy work/life balance. In addition, eligible employees will receive:

- Full health, dental, and vision insurance
- Flexible Spending Account (FSA) for medical and dependent care
- 403(b) retirement plan and employer matching contribution
- Paid sick and personal days
- Focus on ongoing professional development
- Opportunities for advancement – *many of our employees have 20+ years of tenure and hold leadership positions after joining us as Direct Support Professionals!*
- Life insurance (equal to twice your salary!)
- Short and long-term disability

If you want to join us in making a difference and positively impact the lives of others while charting your own path of development, then we at the Aspire team would love to hear from you.

Salary: \$63,000 + per year

Aspire Living & Learning believes it must play an active role in creating a community of employees that is diverse, inclusive and equitable. Our work benefits greatly from the contributions of people of color, people from working class backgrounds, women, LGBTQ people, and individuals with disabilities. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.