

Job Details

Description

Linwood Center is a dynamic, energetic, and rewarding place to work. Linwood Center offers services to children and adults that have autism and other developmental disabilities and has been in existence for over 60 years. Our mission is to create the possibility of extraordinary lives for children and adults living with autism and related developmental disabilities by providing education, vocational training, and residential support and employment opportunities to the individuals that we serve.

Linwood Center is currently hiring a Human Resources Manager to oversee the Human Resources Department. The Human Resources Manager manages the day-to-day operations of the Human Resource Department. The HR Manager conducts the administration of the human resources policies, procedures and programs. The HR Manager carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment. The HR Manager works closely with the Administrative team to make recommendations related to creating more efficient and cost effective systems as related to the Human Resources Department.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of five years of human resource management experience, preferable in an education or non-profit environment.
- HR certification is highly desired
- 3+ years' experience in a HR leadership position.
- Demonstrated experience in the area of Employee Relations.
- Excellent communication and organizational skills to effectively interface with all levels of management.
- Proficiency with Microsoft Office products including Word, Excel, PowerPoint and Outlook.
- A skill set that includes the ability to interface in a professional manner with Linwood staff, parents, school system personnel and other professionals.
- Excellent oral, written and presentation skills.

Linwood Center currently offers the following benefits to eligible employees:

- Annual/Sick/Personal Leave
- Medical/Dental/Vision Insurance
- Prescription Drug Coverage
- Employee Assistance Program
- Life Insurance & Supplemental Insurance
- Short Term / Long Term Disability Insurance

- 401k Match
- Holiday Pay
- Employee Assistance
- Bereavement Leave

Linwood Center is an Equal Opportunity Employer