

Caroline Center Inc

Director Human Resources

- **Location**
Ridgely, Maryland
- **Posted On**
July 18, 2023
- **Job Type**
Full-Time
- **Category**
Nonprofit Administration
- **Experience Level**
2-5 Years
- **Education Level**
Bachelor's Degree
- **Salary**
\$50,000-\$75,000

Job Description

The DHR is a mid-level managerial position responsible for the oversight and direction of the agency's employment practices specific to screening, interviewing, on-boarding and off-boarding. Additionally, the DHR works closely with the agency's finance office to manage aspects of the employee benefits package. The DHR is responsible for the direct supervision of the Human Resource Coordinator-West. The DHR is directly supervised by the Senior Director of Quality Assurance and Training, (Sr. DQA&T).

Status: Exempt

Requirements:

Must be 18 years of age or older, possess, a Bachelor's Degree in human services and/or human resources, with at least 3 years of experience in office management and/or human resources. Formal education may be substituted with a minimum of 5 years relevant experience and HR credentialing through SHRM or similar. Must have an ability to communicate articulately using both verbal and written skills in the English language. Ability to work with minimal supervision. Must possess a valid driver's license in the State of residency, and a driving record acceptable to the agency's insurance carrier. Compassion and respect for people with disabilities.

General Duties:

Exemplifies the agency's mission.

Complies with all agency policies and procedures.

Monitors the agency's compliance with DDA Regulations as related to personnel.

Ensures accurate maintenance of Personnel Files.

Demonstrates knowledge of Maryland Labor Law practices in keeping with DLLR Regulations.

Ensures that all Personnel Files are stored in a locked cabinet, and restricts access to confidential personnel reports to authorized personnel.

Participates in Mid-level Management Team Meetings.

Establishes and reinforces procedures related to human resources and office management that promote efficiency.

Promotes and role models professional workplace behaviors.

Demonstrates knowledge of the agency's personnel benefits package.

Collaborates with supervisory and managerial employees to understand the agency's personnel needs.

Successfully completes trainings as required by the agency.

Provides for and coordinates the orientation of new employees.

Employs impartiality and objectivity to ensure equitable hiring practices.

Specific Duties:

- ▶ Develops and monitors the implementation of strategies to meet the personnel needs of the agency

- ▶ Facilitates monthly HR meetings to promote teamwork and effective communication▶ Coordinates with Health Insurance Broker and HRC-West to facilitate and promote open enrollments and ensure compliance

- ▶ Maintains master copy of PNP and updates as changes are approved

- ▶ Coordinates with the appropriate interview team (Coordinator of program with position open, prospective immediate supervisor or manager) to schedule an interview during the Telephone Screening Interview

- ▶ Ensures that all vacancies are posted in-house prior to, or simultaneously with, out of agency announcements/advertisements...

- ▶ Reviews all media advertisements to ensure MD Labor Law compliance and forwards quote from respective media sources to the Sr. DQA&T for approval.

- ▶ Collaborates with the interview team to identify the best candidate for the position.

- ▶ Performs all tasks related to employee transactions (hire, separation, transfer and/or extended leave) for persons providing services in programs based on Eastern Shore.

- ▶ Ensures the performance of all tasks related to employee transactions (hire, separation, transfer and/or extended leave) for persons providing services in programs based on Western Shore.

- ▶ Meets with newly hired employees providing services in programs based on eastern shore after 30 days of employment, and after 60 days to complete interviews

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- ▶ Ensures accurate up-dates to Vacancy, Addenda and Termination Reports, at least monthly and distributes these by the 10th of every month

- ▶ Monitors the agency's Employee Data Base for accuracy

- ▶ Monitors the distribution of monthly training reports, for all assigned employees, to all supervisory staff

- ▶ Monitors training compliance of assigned employees, and forwards monthly reports to the Sr. DQA&T

- ▶ Coordinates accurate filing of completed Performance Appraisals, Employee Communications, and up-dated personnel data

- ▶ Initiate and track the FML process and paperwork for any employee stating and/or demonstrating the need

- ▶ Track usage of FML on employees and document usage in ADP

- ▶ Participates in the functions of agency committees and special projects as assigned, including on-call responsibilities for employee matters during public health emergencies, and other extraordinary circumstances.

How to Apply

Send resume to

Beverly Camper, Senior Director Quality Assurance Training

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