

Job Title: Senior Director of Human Resources
Department: Human Resources
Reports To: Executive Director
Job Type: Full-Time, Exempt (Salaried)
Schedule: Monday–Friday, 8:00 AM - 5:00 PM, 40 hours per week (Core Business Hours)
Pay Rate:
Location: Hagerstown, MD

About The Arc: Join The Arc of Washington County to support the mission of "Empowering All to achieve Meaningful Lives" as the Senior Director of Human Resources! In business since 1952, The Arc of Washington County has 550 staff dedicated to empowering our community and the individuals we support. Through a variety of programs and services, we help people achieve greater independence, improve their quality of life, and fully participate in the community. Our commitment to inclusion, advocacy, and personalized care makes us a trusted resource for individuals and families across Washington County.

Position Description:

We are seeking an experienced Senior Director of Human Resources to play a critical role in driving our people strategy. The ideal candidate will bring expertise in talent management, employee relations, performance development, benefits and HR compliance while serving as a trusted advisor to leaders and employees alike. This is an exciting opportunity to influence culture, support business growth, and help build a high-performing organization.

The Senior Director of Human Resources must be, and remain, the subject matter expert for the core responsibilities of human resources. The execution of those responsibilities is accomplished by guiding a team of 8 staff.

Advances organizational strategic goals, quality improvement initiatives, CARF accreditation standards, and best practices through performance monitoring and outcome measurement. Serves as a liaison with regulatory agencies and community partners, fostering collaboration, accountability, and excellence in services for people with intellectual and developmental disabilities.

Qualifications:

- **Bachelor's Degree** in Human Resources or a related field **required**; **Master's Degree in Human Resources preferred**.
- **Minimum of three (3) years** of Human Resources experience with a **Master's degree**; OR **eight (8) years** of Human Resources experience with a **Bachelor's degree**.
- **Minimum of three (3) years** of supervisory HR experience.
- **SHRM – CP or PHR** certification **required**; **SHRM-SCP or SPHR** certification **preferred**.
- Previous experience in an environment providing services and supports for individuals with intellectual and developmental disabilities preferred or experience in healthcare.
- Demonstrated leadership, program management, and operational oversight experience.
- Ability to collaborate effectively with executive leadership and cross-functional teams on strategic planning, policy development, special projects, investigations, committee participation, and organizational initiatives.
- Proven ability to cultivate collaborative working relationships across departments to support organizational goals and continuous quality improvement.
- The successful candidate will need to pass a background check, and pre-employment health screens which includes a drug screen and physical/ergonomic test
- Valid driver's license with a satisfactory driving record.

Benefits:

- Health, Dental, Disability Insurance, life insurance and Supplemental Products
- Deferred Compensation Program
- 403b Retirement Plan with company match
- 14 PTO days the first year and 20 days the second year and 7 paid holidays
- Tuition Reimbursement program
- Professional development and growth opportunities

Apply at www.arcwc-md.org . Go to careers

The Arc is an Equal Employment Opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristics protected by law.