



## **Director of Human Resources**

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families-through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

The Director of Human Resources position at Vera House, Inc., will provide all Human Resources services for Vera House, Inc.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Creating and enforcing company policies
- Work with legal compliance and handle employee relations concerns.
- Coordinate recruitment and strategize on plans for retention.
- Oversee payroll and benefits.
- Implement and review employee performance reviews.
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Establish recruitment and interview process.
- Conduct and analyzing exit interviews.
- Establish onboarding orientation and training programs.
- Manage the onboarding for all new hires and administration of terminations, layoffs, transfers, promotions, and other personnel actions.
- Review and enforce management guidelines by preparing, updating, and recommending human resources policies and procedures.
- Manage the annual performance review and feedback process.
- Maintain employee handbook.
- Handle the day-to-day implementation of benefits, payroll and legal compliance needs of the employees and agency.
- Perform all Human Resources duties as directed by leadership

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's Degree preferred with at least 5-8 years of HR talent and performance management.
- Comfortable communicating and interfacing electronically: Proficient in MS Office, payroll systems and HRIS. Experience with ADP required.
- Ability to work effectively in a crisis orientated environment with diverse individuals.
- Ability to handle extremely confidential/sensitive information and situations.
- Strong interpersonal skills with the ability to work with individuals at all levels of the organization.

- Excellent verbal and written communication skills.
- A self-starter, possessing strong administrative skills and the ability to work independently without supervision.
- Experience working effectively with people of diverse backgrounds.
- Flexible; able to adapt to change quickly.
- Highly developed time management, organizational and prioritization skills.
- Strong conflict resolution skills with both internal and external contacts.
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity, and inclusion.

#### **EQUIPMENT AND MACHINES USED**

- This position requires the regular use of a telephone, copier, fax machine, and computer running Office 365, in addition to other databases and office equipment necessary for the position.

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- Close mental and visual attention required to perform work using a computer terminal and reading.
- The employee is regularly required to sit, stand, walk, walk up and down stairs, use hands to finger, grasp, talk, hear, and perform repetitive motions. The individual is frequently required to push and pull. The individual is occasionally required to lift with the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

#### **ENVIRONMENTAL CONDITIONS**

- There is no exposure to adverse environmental conditions. Work is performed in a typical office work environment. Noise level and air quality is moderate. There is limited exposure to physical risk.

#### **DISCLAIMERS**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities to perform essential responsibilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The organization reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

#### **SALARY RANGE**

\$75,000 - \$85,000

*Vera House is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*

**Interested candidates should submit a resume and cover letter to:**

**[jobs@verahouse.org](mailto:jobs@verahouse.org)**