



POSITION ANNOUNCEMENT

Culture and Leadership Development Manager

Vera House, Inc. is a human service agency providing comprehensive domestic and sexual violence prevention and intervention services.

This position's primary function is to collaborate with the Executive Team to develop the organization's Human Resources department by planning, implementing, and evaluating employee relations and HR policies, programs, and practices with a trauma-informed approach to all employee relation matters. This is a highly visible position within organization and will support all aspects of building culture and developing leaders.

RESPONSIBILITIES

- Assist leaders with updating job requirements and job descriptions for all positions.
- Support cultural and procedural changes through evaluation of a recruiting and interviewing process; counseling managers on candidate selection; conducting and analyzing exit interviews and recommending changes
- Collaborate with Executive Team and Supervisors to establish onboarding and training programs within various divisions of Vera House
- Provide consultation following a progressive discipline model that includes goal setting, performance planning, and accountability
- Conduct any investigations pertaining to sexual harassment or any other protected class complaints
- Promote health and wellness among team members and engage in building solutions for burnout and vicarious trauma through self-care and resiliency building employee programming
- Ensure planning, monitoring and appraisal of employee work results by coaching and training managers to coach and discipline employees; hearing and resolving employee grievances
- Review and enforce management guidelines by preparing, updating, and recommending human resources policies and procedures.
- Engage leaders on completion of annual performance reviews and feedback process
- Collaborate with the Executive Team and HR Specialist in the implementation of policies and procedures, along with ensuring employee handbook is current
- Maintain a Supervisor's Handbook to ensure clear expectations and consistency of roles across the Agency
- Coordinate with the HR Specialist to ensure the day-to-day implementation of benefits, payroll and legal compliance needs of the employees and Agency are met
- Perform duties assigned that are not listed above

QUALIFICATIONS



- Bachelor's degree in human resources or Business or another related field
- Experience with ADP
- Comfortable communicating and interfacing electronically: Proficient in MS Office, payroll systems and HRIS. Experience with ADP preferred.
- Ability to work effectively in a crisis-oriented environment with diverse individuals which maintaining an understanding of being trauma-informed
- 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

EXPERIENCE

- 3-5 years of HR Talent and Performance Management
- 1-2 years of Supervisory Experience

SALARY RANGE

- \$46,800 to \$52,650 per year

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.

Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.
723 James Street
Syracuse, NY 13203
E-mail: jobs@verahouse.org
NO PHONE CALLS PLEASE**