

Mental Health Association in Orange County, Inc.



HUMAN RESOURCES MANAGER JOB POSTING

- I. **Title:** Human Resources Manager
- II. **Reports to:** Associate Executive Director
- III. **Job Objective:** Responsible for the oversight of the Human Resources Department under the direction of the Associate Executive Director.
Exercise ethical practices and adhere to agency's internal controls.
Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. **Qualifications:**
- Master's Degree in related field with 2 years of experience in Human Resources
 - **OR**
 - Bachelor's Degree in related field with 4 years of experience in Human Resources
 - **OR**
 - Associate's Degree in related field with 6 years of experience in Human Resources
 - PHR/SHRM-CP preferred.
 - Demonstrated supervisory skills.
 - Ability to work under strict confidentiality.
 - Excellent written and verbal communication skills.
 - Excellent attention to detail.
 - Ability to work in a fast-paced environment.
 - Excellent analytical, planning, and organizational skills.
 - Excellent interpersonal, negotiation, and conflict resolution skills.
 - Proficiency with MS Office suite (Word, Excel and PowerPoint).
 - Must display commitment to social justice principles which include equity, diversity, and supportive environments.
 - Must display commitment to decreasing and ultimately eliminating inequity and promoting inclusiveness of diversity.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Must be people oriented and results driven.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Ability to work independently with limited supervision.
 - Must be clear and maintain an acceptable record under mandated criminal background check process.

- Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Bilingual in Spanish and English preferred.

V. Responsibilities:

- Assure that Mental Health Association in Orange County, Inc. (MHA) and its mission, programs and services are consistently presented in an efficient, strong, and positive image at all times.
- Supervise Human Resources Coordinator, conducting performance appraisals, approving work schedules and time off requests.
- Lead, motivate, supervise and assess competent and experienced staff and maintain and continue to foster an environment of collaboration and innovation in accordance with authorized personnel policies and procedures that fully conform to current laws and regulations regarding wages, hours and working conditions.
- Review departmental needs with supervisors, assisting with staffing level analysis to ensure optimal coverage, and obtain approvals on hire requisitions.
- Create internal and external employment advertisements, maintain job postings on employment websites.
- Ensure optimal recruiting and retention of a diverse workforce.
- Build applicant sources by researching and contacting local community services, colleges, employment agencies, media, and internet sites.
- Attend job fairs and other employment related events.
- Maintain database of applicant information and outcomes.
- Conduct telephone screening of candidates, scheduling qualified candidates for interviews in their respective departments, and check and document employee references.
- Participate in interviews as needed.
- Correspond with applicants, providing status and sending post-interview documentation.
- Conduct job analysis/assessment of job responsibilities as needed.
- Oversee pre-employment requirements and the onboarding process.
- Oversee all aspects of agency's payroll. Process payroll in the absence of Human Resources Coordinator.
- Responsible for interviewing, hiring, training, supervising, and evaluating direct report staff.
- Conduct and document 45-day new employee interviews as well as employee exit interviews.
- Maintain and update Employee Handbook as needed.
- Reconcile benefit accounts.
- Maintain integrity of personnel, fiscal and legal records for required seven (7) years.
- Oversee various insurance responsibilities, which include but are not limited to:
 - Serve as contact person for all insurance needs of the agency.
 - Ensure overall knowledge of all insurance policies, payment schedule/renewal dates.
 - Prepare necessary documentation for policy renewal.

- Add new coverage as needed (new programs or changes in program, etc.).
- Obtain certificates of insurance when requested.
- Negotiate rates/schedule whenever needed.
- Liaison with labor attorneys regarding matters related to HR.
- Ensure regulatory compliance with all existing governmental and labor legal reporting requirements which include but are not limited to the Equal Employment Opportunity (EEO), the American With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the NY State Paid Family Leave(PFL), the Department of Labor, and worker compensation.
- Manage all activities associated with administration of 403 (b) plan, FSA account, Worker's Compensation, Short Term Disability, Long Term Disability, Health Care Benefits, and Life Insurance.
- Research new and additional and cost-effective employee benefits.
- Provide Human Resources presentations at regularly scheduled New Employee Orientation sessions.
- Maintain and oversee MHA's Wage and Salary Plan.
- Serve on MHA's Corporate Compliance Committee and Administrative Team.
- Oversee and track staff members' anniversary dates, change accruals, salary, and benefits as necessary.
- Oversee schedule of staff members' performance appraisals' due dates and notify supervisors accordingly.
- Oversee processing of all required employee fingerprints and background checks.
- Lead the implementation of agency safety and health programs.
- Monitor the tracking of OSHA-required data.
- Maintain Human Resources and Criminal Background Check Policy & Procedure Manuals.
- Maintain organization staff by establishing a recruiting, testing, and interviewing program, counseling supervisors on candidate selection, conducting and analyzing exit interviews, recommending changes.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional associations.
- Ensure planning, monitoring, and appraisal of employee work results by training supervisors in employees' performance management, which includes but is not limited to coaching, counseling, implementing performance improvement plans and progressive discipline as needed.
- Schedule management conferences with employees, hearing and resolving employee grievances, counseling employees and supervisors.
- Perform driver's license checks with NYS LENS program for all employees.
- Maintain monthly Personnel Report for Board of Directors.
- Serve as liaison for EAP (Employee Assistance Program).
- Oversee TB authorizations for services at OMNI Medical.
- Serve as primary contact for all staff regarding human resource issues. This includes, but is not limited to intake of new employees, review of benefits

and policies, enrollment in selected benefits, and review of Employee Handbook.

- Coach and train supervisors to ensure optimal communication, feedback and recognition of their direct reports.
- Ensure that supervisors know how to successfully, ethically, honestly, and legally communicate with employees.
- Conduct and complete investigations when employee complaints or concerns are brought forth.
- Resolve any potential crisis and/or conflicts/grievances with staff members.
- Coordinate open enrollment period, process benefit selections and yearly option selections.
- Develop and maintain job descriptions for all positions.
- Follow all agency policy and procedures and demonstrate continuous regard to personal safety and the safety of others.
- Provide leadership to MHA's annual Sensitivity Training, Benefits Fair and Supervisors Training.
- Adhere to the agency Code of Ethical and Legal Behavior which requires all employees, consultants, board members, volunteers, and interns to perform their responsibilities according to ethical and legal standards with honesty, integrity, fairness, good faith, and respect for others and the law.

VI. Other Duties:

- In the spirit of teamwork, answer MHA's main office phone as needed.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

VII. Terms of Employment/Benefits:

- Exempt.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:
Kelly Czvik
Mental Health Association in Orange Co., Inc.
73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to kczyk@mhaorangeny.com**