** Job Posting**

***Position Title:*** Assistant Director of Human Resources & Compliance

***Position Type:*** Full-time salaried, exempt position with benefits

***Reports to:*** General Counsel and Chief Administrative Officer

**Background**

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and up to 250 women and children in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

**Position Summary**

* Plan, organize, and manage all Human Resources, benefits, and payroll functions for a staff of over 100 employees at a main Baltimore campus and any off-site employees working remotely.
* Plan, organize, and implement the compliance framework within HUM, including reporting and training requirements of accreditation, contracts, grants, partnerships.

**Primary Duties**

The essential functions include, but are not limited to the following:

* Oversee and manage the entire Employee Life Cycle, to include:
* Job Descriptions and postings
* Recruitment
* Interview process (with hiring manager) including conducting reference checks
* Offer letters
* Onboarding, to include:
* Oversee and/or perform criminal background checks, credit checks, and drug screenings for all new hires.
* Oversee medical screenings and drug tests for new hires in the Center for Women & Children program as required by Johns Hopkins Hospital Broadway Center for Addictions C.O.M.A.R. 3.1 licensure regulations.
* I-9 Verification (including via E-Verify)
* Benefits enrollment and processing
* Training on Employee Handbook and other HUM Policies and Procedures, coordinating with department supervisors and managers for subject matter onboarding, mandatory trainings
* Performance Management, including annual appraisals, ongoing job performance evaluation, and coaching
* Training and Professional Development
* Employee coaching to include:
* Dispute resolution
* Performance Improvement/Corrective Action Plans
* Encouraging use of confidential Employee Assistance Program (EAP) available free of charge to HUM employees
* Termination, including exit interview, final pay, severance agreements, and benefits continuance
* Supervise and manage performance and performance metrics of the Human Resources Specialist who provides administrative support for Employee Life Cycle process, timesheets, PTO, FMLA, EEO-1, and payroll.
* Working with the General Counsel & Chief Administrative Officer, ensure all Human Resources, benefits, and payroll policies are current, legally compliant, and reflect best practices. Create or modify as necessary.
* Working with the General Counsel & Chief Administrative Officer, annually negotiate, implement, and administer employee benefits program (health and wellness, health savings account (HSA), dental, vision, life insurance, EAP, and retirement account).
* Oversee and ensure Employee Handbook is current, legally compliant, reflects HUM core values, and represents best practices. Update as needed.
* Oversee and ensure compliance with all federal, state, and local employment and benefits laws and regulations, including preparation and filing of legally mandated information and reports, including but not limited to: I-9 verification, EEO-1, Affordable Care Act (ACA), RxDC, FMLA, FAMLI, wage transparency, FLSA.
* Working with the Chief Financial Officer and Human Resources Specialist, oversee or process payroll semi-monthly.
* Oversee PTO policies and procedures, including ensuring accuracy and accessibility of information to employees.
* Oversee accurate employee record-keeping, including paper and electronic files. Oversee the preparation and maintenance of employee personnel files. Oversee internal SharePoint Human Resources site and contents.
* Oversee, manage, and lead staff development for all HUM staff to including working with supervisors and managers to identify training and development programs to improve performance, recommending best practices, and reviewing performance appraisals for consistency, fairness, and proper language.
* Working with an outside vendor, oversee and manage random and “reasonable suspicion” drug screenings of employees.
* Oversee and manage compliance with wage and hour laws/Fair Labor Standards Act, including classification of employees, overtime.
* Working with the General Counsel & Chief Administrative Officer and Human Resources Specialist, oversee and manage receipt and response to employment verification inquiries, wage garnishment orders, and other legal process related to employees.
* Confidentially investigate, counsel, and resolve, in consultation with the General Counsel & Chief Administrative Officer, all HR matters. Respond to employee relations issues by interpreting policies and procedures for employees, ensuring legally compliant investigations, and identifying corrective actions needed to resolve complaints.
* Oversee and maintain salary range information for each position within the organization, ensure fair and equitable distribution of salaries and benefits, assess annually for best practices within nonprofit and rescue mission industry(ies), ensure compliance with applicable federal, state, and local pay transparency and pay equality laws and regulations.
* Working with the IT Department, identify areas where automation of forms and process will improve operational effectiveness and oversee implementation of automated forms and process, including automated timesheet management system; identify areas for improvement of HR policies and procedures and employee engagement through IT platforms and applications and work with IT Department to create and implement.
* Participate in annual budget process for HR Department needs and support other HUM departments as needed to identify resources for staff development. Research and present salary range data to Senior Leadership Team in budgeting process.
* Assist and advise all HUM departments in Human Resource matters.
* Coordinate unemployment claims and hearings as necessary.
* Participate in professional development (conferences, webinars, workshops) to remain current on best practices and trends in Human Resources and labor laws.
* Working with the Philanthropy Department, assist with employment-related data collection and reporting to support grant proposal writing and award administration compliance and reporting.
* Assist with and attend as necessary HUM Board Personnel Committee meetings.
* Perform other duties as assigned.

**Compliance Responsibilities**

* Implement written policies, procedures, and standards of conduct required for accreditation from Commission on Accreditation of Rehabilitation Facilities (CARF).
* Create, oversee, and deliver staff training and education, including all training required to achieve and maintain accreditation through CARF. Maintain records of all staff training and development.
* Develop and maintain effective lines of communication on accreditation requirements (CARF).
* Conduct internal monitoring and auditing required by accreditation (CARF).
* Enforce HUM policies, procedures, and standards through well-publicized disciplinary guidelines.
* Respond promptly to detected offences of policies, procedures, or standards, and undertake corrective action.
* Working with Department Directors and Sr. Leadership Team, assist and ensure compliance with CARF accreditation requirements, including inspections, training, policies, procedures, records management, and reporting.
* Oversee and manage HR Department performance and compliance with HUM’s Enterprise Risk Management (ERM) system and process. Working with the General Counsel & Chief Administrative Officer, identify areas of HR, compliance, and other HUM department risks, assist with creation of policies and procedures to mitigate, track compliance and review/update at least annually for progress.
* Perform other duties as assigned.

**Job Qualifications**

* Exhibit the Core Values of Helping Up Mission, Inc.
* Bachelor’s degree in Human Resources, Business Administration, Management, Public Administration, Nonprofit Management, or related field.
* 3-5+ years of experience in Human Resources management.
* Computer proficiency in MS Office Suite.

**An Ideal Candidate Would Have**

* Experience in a Christian, faith-based nonprofit, and familiarity with applicable laws.
* Ability to connect with others, with excellent written and oral communication skills.
* High level of organizational ability and attention to detail.
* Experience supervising and managing direct reports.
* HR certification such as SHRM-CP.
* Experience in HRIS/payroll processing.

**Special Skills, Knowledge, Abilities**

* Working knowledge of federal, state, and local (including for remote employees) employment and labor laws governing Human Resources management.
* Working knowledge of the guiding principles and philosophy of not-for-profit, faith-based organizations.
* Knowledge of best practices in the Human Resources field and ability to determine and articulate change needed to improve programs and services to HUM staff.
* Ability to establish and maintain effective working relationships with employees at all organizational levels, especially with HUM’s Senior Leadership Team.
* Possess analytical thinking skills with an ability to make decisions and solve problems.
* Ability to prioritize ongoing and new projects, as well as conduct research and gather information.
* Ability to create clear, accurate, and logical reports, presentations, policies, and procedures.
* Leadership, coaching, and teambuilding skills that motivate employees.
* Ability to respond to Sr. Leadership Team requests and employee concerns with an appropriate sense of urgency.
* Ability to communicate effectively both orally and in writing.
* Ability to maintain confidentiality of sensitive information and communications.
* Ability to deal professionally and tactfully with HUM clients, donors, Board members, vendors, government officials, and other stakeholders.

Position offers competitive salary with an excellent benefits package. Interested candidates should email their resume and cover letter to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org) Attn: Sky Woodward.