



# DIRECTOR OF HUMAN RESOURCES

Location: New City, NY 10956

Division: Administration

Status: Full-Time, Exempt

Reports to: Senior Executive

## **Build a brighter future...For those with special needs AND for yourself!**

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

Jawonio is actively seeking an experienced **Director of Human Resources** to join our team! The Director of Human Resources is responsible for aligning HR policies and procedures with Jawonio's strategic goals and is a key member of the Senior Leadership Team. He/she will oversee all Human Resources, Benefits/Wellness, Workers Compensation, Workforce Development and Training activities.

### Key Accountabilities:

- Develops and implements comprehensive systems, programs, processes and procedures in the areas of compensation, human resource information systems, comprehensive benefits administration, employee relations, employee recruitment and employment, new hire orientation, and workforce development.
- Inspires a culture of continuous improvement that values learning and a commitment to quality.
- Ensures confidentiality to the fullest extent possible of all personal information of past and present employees and applicants.
- Collaborates with senior leadership team on the creation of innovative programs to advance Jawonio's mission and internal operations.
- Expands and oversees functionality of human resources information systems and timekeeping system which can lead to increased efficiency in operational practices.
- Coordinates and represents Jawonio's response to inquiries of legal issues and employment matters.
- Serves as retirement plan fiduciary, keeping abreast of plan assets, investments and expenses.
- Serves as health and welfare plan administrator.
- Oversees Jawonio's leaves and accommodation requests, ensuring compliance with the law while aligning with Jawonio's Mission and Core Values.
- Oversees employee relations investigations, recommending and ensuring follow-through with corrective action.
- Understands Jawonio's revenue sources and funding streams as related to department budgeting for staffing, training, and benefits.
- Oversees a broad compliance program, ensuring strict adherence to all applicable employment and labor laws, as well as, all employment regulations per Jawonio's funding sources, i.e. OPWDD, OMH, DOH, OCFS, SED, etc



- Presents and/or oversees various in-service training to supervisors on human resources issues such as sexual harassment, hiring, performance reviews, disciplinary process, and other topical issues.
- Carries out special assignments, prepares reports, and oversees other projects directed by the Executive Director related to general administration, Human Resources matters and Board of Directors activities.
- Serves as the principal agency contact for compensation analysis, records keeping and compliance with all applicable federal, state and local regulations pertaining to employment.
- Implements employee relations activities as scheduled or appropriate, including developing budgets, planning and implementing events or activities.
- Relates with agency personnel and supervisory staff to ensure positive employee culture is presented and maintained. Events and Activities may include internal newsletter, longevity program, holiday party, etc.
- Other duties as assigned.

The ideal candidate will be able to develop and influence a positive company culture and ensure a healthy, safe, and unprejudiced workplace for all agency employees, reflecting Jawonio's commitment to our workforce and the individuals we serve, as well as inspire a culture of continuous improvement that values learning and a commitment to quality.

**Qualifications:** To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advanced degree in related field (Masters in Human Resources, Business Administration, Organizational Development, et al) combined with at least 10 years relevant experience in a senior leadership role.
- A similar combination of education and experience may be acceptable
- HR Certification preferred
- Considerable knowledge of non-profit social service operations, regulations, and funding structures
- Decisive, effective leadership, and management skills
- A high degree of effective oral and written communications skills
- Advanced analytical and problem-solving skills and judgment with specific application to social service programs
- Strong financial skills with ability to work with a variety of complex payment systems
- Strong and effective negotiating skills
- Must be able to organize, plan, and prioritize activities with specific attention to higher level strategies while ensuring that details are also effectively addressed

**Additional Requirements:**

- Daily access to an automobile is required. Must have the ability to drive and an acceptable driving record under agency and insurance requirements.
- Proficiency with the Microsoft® Office™ suite of products.



- Knowledge of HRIS programs (UltiPro preferred).
- Candidates should have a strong understanding of various matters pertaining to employment law and FLSA/EEO practices.
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.
- Additional consideration may be given to candidates who are proficient in American Sign Language (ASL) and/or bilingual.

### **How to Apply:**

Please sent Resumes to:

Jawonio Inc  
Human Resources Department  
260 N. Little Tor Road  
New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to [jobs@jawonio.org](mailto:jobs@jawonio.org)

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

**Please Understand:** Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

*For a full listing of all open positions at Jawonio, please visit us online at [www.Jawonio.org/careers](http://www.Jawonio.org/careers)*