



Human Resources Manager Job Description

Founded in 1932, Council for Relationships is a nonprofit organization with the mission of helping people improve their important relationships by providing exemplary therapy, educating and training clinicians, and advancing the behavioral health field through research. More than 70 therapists and psychiatrists plus 50 interns serve approximately 5,000 people annually via online therapy and at 10 offices and other community-based locations.

The Human Resources Manager is responsible for facilitating all key human resource functions and programs in an inclusive and equitable manner. This new position is part-time, reports to the Director of Administration, and works closely with other staff members.

Job Responsibilities:

- Partners with leadership to enhance the organization's human resources by contributing to the planning, implementation, and evaluation of employee relations and use of human resources policies, programs, and practices.
- Supports managers by updating job requirements and job descriptions.
- Manages talent acquisition by assisting with job postings, recruiting and interviewing processes, conferring with managers on candidate selection, planning exit interview procedures, and identifying improvements.
- Prepares new employees by conducting orientation and onboarding activities.
- Ensures all procedures are completed as staff members are off boarding from the organization.
- Communicates changes that affect payroll with appropriate staff members (including Chief Financial Officer), also responding to related requests.
- Implements, working with senior management, employee benefits programs by studying and assessing benefit needs/trends, obtaining and evaluating benefit contract quotes, recommending benefit programs to management, informing employees of benefits, directing the processing of benefit claims, and designing/conducting educational sessions on benefit programs.
- Ensures compliance in employment practices, in collaboration with senior management, by monitoring and implementing applicable human resource federal, state, and local requirements (including employee clearances, licenses, etc.), conducting investigations, maintaining records, and representing the organization as needed.
- Prepares, updates, and recommends human resources policies and procedures.
- Retains human resource records by using filing/retrieval system and keeping past and current records.
- Undertakes, as longer-term projects, the re-design of the human resources record-keeping system, the conversion of time-off tracking to an automated system, and the update of the Employee Handbook.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and other activities as needed.
- Supports employee relations by aiding managers in counseling/disciplining employees and researching, arranging and monitoring trainings, appraising job results, and enhancing employee "value proposition."
- Guides/contributes to additional employee programs including wellness opportunities and diversity, inclusion, and equity efforts (for example, supporting Racial Equity Working Group).
- Acts as liaison with benefits/human resources firm.
- Additional duties as assigned.

Education, Experience, and Skills/Abilities Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- Three or more years of human resources experience at a professional services firm preferred.
- Outstanding interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail as well as verbal and written communication skills.
- Strong analytical and problem-solving skills and ability to prioritize tasks.
- Reliability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of (or ability to quickly learn) employment-related laws and regulations in PA and NJ.
- Proficiency with Microsoft Office Suite or related software.
- Ability to quickly learn the organization's software programs and systems as needed.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools, or equipment; reach with hands and arms; balance; talk or hear.
2. The employee will need mobility within the office including movement from floor to floor and must be able to: climb stairs; stoop; kneel; crouch or crawl; taste or smell.
3. The employee must occasionally lift and/or move up to 10 pounds.
4. Operate related office equipment and use necessary tools including accessing information using a computer and related components and peripherals; frequent computer use at a workstation up to 2 hours at a time or for extended periods of time
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.
6. The noise level in the work environment is usually moderate.
7. May require working non-traditional hours based on operational and/or customer service needs.
8. Must have ability to travel to client sites throughout the region.

This job description does not necessarily list all the duties of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This also does not represent all of the performance expectations and characteristics of individuals required to perform a job adequately. This job description is not a contract for employment, and either you or the company may terminate your employment at any time, for any reason.

Compensation:

The position is budgeted for 14 hours a week at \$40/hour, with flexibility creating a regular schedule that can be set as two 7-hour days or another combination of hours over three or four days. In addition, most work can be completed from home, with some hours spent in-office each month as mutually agreed.

To apply, please submit a resume and cover letter to bwall@councilforrelationships.org.

Communication with applicants:

Due to the high volume of applications received (all of which are appreciated), CFR can only reach out to those applicants with whom there will be a discussion about the position.

As of July, 2021