Human Resources Director
Community Action Partnership of Greater St. Joseph - Saint Joseph, MO

POSITION SUMMARY

The Human Resource Director leads and directs the human resources function and partners with the Executive Director in the development of organizational policies and goals that cover personnel, performance and growth of CAPSTJOE. As a member of CAPSTJOE Leadership Team, the Human Resources Director is charged with establishing highly efficient and effective internal organizational processes and human resources processes that will allow CAPSTJOE to continue to grow and fulfill its’ mission. The Director of Human Resources serves on the agency leadership team and actively participates in the financial, operational and strategic functions that are critical to the overall agency success, as well as agency program successes.

ESSENTIAL FUNCTIONS OF THE POSITION

- Provide leadership and assume responsibility and accountability for all matters related to human resources processes/procedures, employee development, coaching and mentoring.
- Serve as a member of the CAPSTJOE leadership team and partner with the Executive Director and the rest of the leadership team to achieve agency goals and objectives. Meet regularly to review current functional status, projects and budgets.
- Responsible for compliance and enforcement of Title VII regulations.
- Administer and maintain agency Affirmative Action Plan to ensure compliance.
- Ensure that CAPSTJOE policies, procedures and practices are aligned with CAPSTJOE mission, vision, values and strategies.
- Report to and advise Executive Director on key decisions and risks associated with all human resource matters.
- Lead human resources practices and objectives that will provide a high performance culture that emphasizes empowerment, quality, productivity, accountability, goal attainment and the recruitment and ongoing development of a passionate and dedicated workforce. Assist in the new hire process and make recommendations for the employment and assignment of personnel.

- Oversee the human resources components involved in audits, analysis, maintenance and communication of records required by law or local governing bodies.

- Collaborate with Program Directors in regards to required employee development needs including leadership training.
- Lead the performance management process that measures and assesses employee and functional goals against established CAPSTJOE standards and objectives.
- Responsible for the measurement and effectiveness of all human resources processes.
- Assist and counsel management in progressive discipline process, related corrective actions and termination process.
- Represent CAPSTJOE at employee related hearings and investigations.
- Obtain, negotiate and monitor CAPSTJOE benefits, retirement plan and workers compensation insurance coverage and act as primary agency contact for all benefits related issues.
- Oversee administration of workers comp, unemployment, FMLA and OSHA programs.
- Provide management training on all human resources policies, procedures and guidelines.
- All other duties as assigned

KNOWLEDGE AND CRITICAL SKILLS REQUIRED

Professional
• Thorough knowledge of federal, state and local employment law and human resources best practices
• Strong verbal and written communication skills, strong organizational, problem solving, time management and analytical skills
• Confidentiality, tact and discretion when dealing with people

• Proficiency in word processing, spreadsheets and various web and internet based software
• Ability to exercise consistent discretion, initiative and independent judgment
• Ability to work independently as well as with others as a team member
• Ability to communicate clearly and succinctly
• Ability to actively listen, build trust and motivate employees
• Sense of urgency, strong organizational skills and attention to detail

Education

• Minimum Qualifications: Bachelors degree in business management or public administration, human resources or related field; eight (8) years human resources and general management experience.

• Preferred Qualifications: Master's degree in business management or public administration, human resources or related field; ten (10) years of human resources and general management experience.

Physical/Environmental

• Must be 18 years of age
• Must pass a physical and drug/alcohol test
• Lift, push, and pull up to 25 pounds occasionally
• Ability to work sitting at a desk for extended periods of time

To Apply:

Apply on Indeed or fill out the general application under the Human Resources tab on www.EndPov.com and bring it to 817 Monterey Street in St. Joseph.