

Southern Crescent Sexual Assault & Child Advocacy Center (SCSAC-CAC)
Human Resources
Job Description

General Description:

Full-time; temporary. The Human Resources position plans, coordinates, and directs the administrative functions of the Agency. Oversees the recruiting, interviewing, and hiring of new staff; Serves as a member of the Leadership Team and collaborates with Department Directors and Executive Leadership on strategic planning. Enforces company policies and practices. Ensures legal compliance by monitoring and implementing applicable HR federal and state requirements. Reports directly to the Executive Director.

Specific Duties:

- Provide support, training, and oversight in the areas of employee recruitment, hiring, retention, discipline, evaluation, and employee relations;
- Assist with pre-hire and post-hire background checks, professional license verifications, and other required screening checks;
- Conducts orientation and training as needed;
- Serves as a member of the Leadership Team and collaborates with Department Directors and Executive Leadership on strategic planning
- Develops and implements HR strategies and initiatives aligned with the overall business strategy;
- Assists in employee relations, benefits, payroll, timekeeping, employee training, compensation administration and performance management.
- Oversees and assists in the management of the employee performance evaluations;
- Directs and administers the grievance procedures;
- Prepares all related paperwork with any termination of employees;
- Coordinate leave administration with employees, educate supervisors, and ensure compliance with company processes, state and federal laws
- Manages the Agency's benefits program including, but not limited to medical, dental, vision, life and supplemental benefits;
- Maintain thorough knowledge of company policies, state and federal employment related rules and interpret policy;
- Ensures employee training compliance as required by Grant funders;
- Assists as needed with the claims processing of Worker's Compensation;
- Will have a minimum of 10 hours of ongoing training annually;
- All other duties assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

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- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

Minimum Qualifications:

Bachelors' Degree required;

Three years of Human Resources management experience preferred.