



Neighborhood House is a multi-service agency, providing wrap-around services for people when they need it most. Founded in 1897 by the women of Mount Zion Temple, Neighborhood House has supported families from over 50 cultural and ethnic populations in times of transition or need. With each successive wave of newcomers, the demographic makeup of our service population has changed. What has not changed is our commitment to helping families move from “survive” to “thrive.” Today, Neighborhood House helps immigrants, refugees and others find pathways out of poverty through programming in Basic Needs (six Family Centers, two food markets, and Community Health) and Lifelong Learning (Parent and Early Childhood Education, Youth Leadership, and Adult Education). All our programs and services are offered free of charge to our participants.

Our Mission

To help people gain the skills, knowledge and confidence to thrive in diverse communities

Our Vision

Hope, Opportunity and Dignity for All

Our Values

Equity and Inclusion
Learning and Reflection
Diversity and Culture
Community and Engagement
Integrity and Accountability

Why should you work at Neighborhood House? (This is what our staff says!)

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| Professional development opportunities | Diversity of staff, participants, and volunteers |
| Ability to work across programs and departments | Flexibility of time and work space |
| Openness to new ideas and creativity | Continual learning |
| Great balance of teamwork and autonomy | Collaboration across departments |
| Organizational reputation and heritage | Free parking and on bus lines |

What we are looking for:

Someone with a thorough understanding of HR policies and practices. Someone to work as a strategic thought-partner helping to realize the vision of the organization’s strategic framework. Someone to formulate and direct the overall HR strategies and policies as well as play a critical role in partnering with the Directors team in strategic decision making as Neighborhood House continues to enhance quality programming and build capacity by helping individuals and families build safe, stable, rewarding lives.

Position Title: Director of Human Resource

Reports to: President **Status:** Regular, Full-Time – Exempt Position

Position Summary: The HR Director will be a strategic thought-partner and have a hands-on participative manager approach. The HR Director will manage all HR functions, and supervise the Benefits/Payroll Specialist. The HR Director will implement programs and policies designed to enhance talent development and staff engagement to ensure quality programming and build capacity, helping to maximize program and community impact.

Responsibilities:

BENEFITS ADMINISTRATION

- Ensure Neighborhood House offers the best benefits possible given its resources, the needs of its employees, and the needs of the organization. Obtain bids upon renewal, confer with management regarding benefits costs, making recommendations to senior leadership as to employer/employee cost sharing. Research, evaluate, and implement employee benefit changes.
- Work with and direct benefit broker to ensure quality service and appropriate benefits pricing.
- Oversee and manage all benefits processes (including Health, Dental, Life Insurance, Long-term Disability, Short Term Disability, 403B plans, 457 Plan, Flexible Spending, Cobra).
- Address and respond to unemployment claims
- Investigate accidents and injuries and prepares necessary reports for insurance carriers, such as worker's compensation and OSHA recordkeeping requirements
- Ensure timely reporting to IRS for benefit plans (5500).
- Direct, manage and process Family Medical Leave Requests (FMLA) ensuring compliance with federal regulations.
- Direct and determines timing of open enrollment and benefits meetings.
- Direct and oversee the proper administration of personnel payroll functions including time and attendance, salary changes, wage assessments, data entry etc.

STAFFING/EMPLOYEE RELATIONS

- Partner with the President and other Directors to ensure that our staffing structure aligns with our strategic and programmatic priorities and best utilizes the resources available.
- Oversee the recruitment and hiring process (postings, applicant tracking, EEOC compliance, paperwork and orientation)
- Assist hiring managers with candidate selection and interview process
- Review position descriptions regularly to ensure stated responsibilities are current and relevant.
- Direct staff in the implementation of appropriate work rules and ensures labor law compliance.
- Provide consultation and training to managers and supervisors to address employee relations matters.
- Consult legal counsel as needed to ensure practices and policies are consistent, legal and appropriate

TALENT DEVELOPMENT

- Build talent development programs and practices that increase the skill, knowledge and confidence of Neighborhood House employees for the benefit of the organization, industry, and community
- Direct and implement agency's performance management system , including administration of wage and salary program, to ensure effectiveness, compliance and equity within the organization
- Oversee new employee orientation
- Develop and lead talent development initiatives of the organization
- Assist with implementing 2-3 staff retreats annually
- Develop robust annual employee training/development

COMPLIANCE

- Ensure the highest levels of integrity and legal compliance in all human resources practices
- Maintain and manage all personnel records and other human resources recordkeeping including but not limited to personal data, compensation, benefits plan participation, hires, promotions, transfers, performance reviews, attendance, terminations, exit interviews, employee statistics for government reports as well as oversee the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization
- Update and maintain records to ensure compliance and consistency in regards to COBRA, FMLA, STD and other administrative HR tasks
- Coordinate and monitor H1-B visas and other immigration related issues for affected employee(s)

OPERATIONS

- Partner with the President and Directors to ensure a workplace culture that aligns with Neighborhood House values and encourages the pursuit of excellence.
- Maintain confidentiality and exercise judgment over the treatment of sensitive employee matters

- Maintain confidentiality of program participants in accordance with data privacy laws, standards and policy
- Perform all work in accordance with Neighborhood House policies and procedures
- Attend and participate in departmental, agency and external meetings, trainings, committees and events as required
- Other duties as assigned

Qualifications:

- Bachelor's degree in Human Resource Management or related field plus 3-5 years of relevant Human Resources experience, OR a master's degree in Human Resource Management or related field and 2 years of relevant Human Resource experience, OR equivalent combination of education and experience
- Prior administrative experience with on-line payroll and HR management systems
- Excellent interpersonal, verbal and written communication skills in English
- Bilingual in English and Spanish, Somali or Hmong desired
- Strong computer skills (including Microsoft Office, Internet and e-mail)
- Demonstrated ability to work and communicate effectively with people of diverse economic, racial and cultural backgrounds
- Must be able to pass a criminal background check

For consideration please submit your resume with letter of interest to: Neighborhood House, Attn: Human Resources, 179 Robie St, St. Paul, MN 55107; Fax 651-789-2555; Email:humanresources@neighb.org.

Compensation: *Please state salary requirements*

Position Posted: **7/12/2017** Closing date: **Until Filled**

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

We participate in the support, guidance, and appreciation of volunteers.