



Dee Norton

CHILD ADVOCACY CENTER

Position Title: Human Resources Specialist
Exempt/Non-Exempt: FT Exempt
Title this Position Reports to: CFO

The Human Resources Specialist will be passionate about creating an organizational culture that supports the mission of the Dee Norton Child Advocacy Center and ensures a healthy, productive, and engaged workforce. This person will manage recruitment, employee relations, benefits, and performance management and will work closely with the Leadership Team to develop and implement human resource strategies aligned with the Center's mission while ensuring compliance with relevant laws and regulations.

JOB DETAILS:

Recruitment and Staffing

- Oversee the recruitment process, ensuring a diverse and inclusive workforce.
- Collaborate with leadership to identify staffing needs and implement hiring strategies that align with the organization's goals.
- Manage onboarding processes to ensure a smooth integration of new hires.

Employee Relations

- Promote a positive workplace culture by addressing employee concerns and resolving conflicts in a fair and timely manner.
- Implement and oversee programs for employee engagement, wellness and retention.
- Coach employees and supervisors to manage difficult conversations with employees, supervisors, and other stakeholders.

Compliance and Policy Management

- Ensure compliance with federal, state, and local employment laws.
- Maintain and update Human Resource policies, procedures, and employee handbook in alignment with best practices and legal requirements.
- Complies with records retention requirements

Benefits and Compensation Management

- Administer and manage employee benefits programs, including health insurance, retirement plans, and other offerings.
- Ensure the organization remains competitive with salary benchmarking and compensation strategies.

Performance Management

- Administer and oversee performance review processes, working with managers to set goals and track progress.
- Provide guidance on performance improvement plans when necessary.

Human Resources/Payroll Software Platform

- Manage and fully utilize the software platform to ensure employee profiles and personnel files are updated and complete
- Maintain and update employee Paid Time Off records.
- Ensure all timesheets are submitted and approved in a timely manner.

Other Responsibilities

- Participate in a minimum of two public awareness and/or fundraising events annually on behalf of Dee Norton.
- Meet other needs as identified by the Executive Director and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements as well as all Dee Norton Policies and Procedures.
- Abide by and meet all grant requirements and objectives.

Requirements:

Background Experiences

- Bachelor's degree in Business Administration with a concentration in Human Resources
- Minimum 7 to 10 years experience in Human Resource.
- PHR or SRHM Certification desired.
- Experience working in non-profit or child advocacy sectors preferred.
- Experience working with Human Resource software platforms.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Knowledge, Skills and Abilities (KSAs)

- Knowledge of employment laws and Human Resources best practices.
- Strong interpersonal, communication, and conflict-resolution skills.
- Strong written and verbal communication skills.
- Comprehensive knowledge of and adherence to HIPAA regulations.
- Strong computer skills with knowledge of Microsoft products and ability to work within customized financial and Human Resource/Payroll software.

Core Competencies:

Every employee at Dee Norton is responsible for contributing to a positive work environment through teamwork, positive, honest, and effective communication, and professional interactions with co-workers, volunteers, clients, and community partners.

Candidates should be able to demonstrate:

- **Interpersonal Skills:** Approaches others in a tactful manner; ability to work well under pressure and respond quickly to challenges; maintains confidentiality; keeps emotions under control; and remains open to others' ideas.
- **Cultural Competency and Humility:** Demonstrates a commitment to furthering diversity, equity, and inclusion (DEI) and has a proven track record of working well with diverse clients and stakeholders.
- **Teamwork:** Enjoys working as part of a team with individuals from a variety of disciplines; balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; and supports everyone's efforts to succeed.

- Ethics/Professionalism: Treats others with respect and consideration regardless of their status or position; keeps commitments; inspires the trust of others; works ethically and with integrity; accepts responsibility for own actions; follows through on commitments; and upholds organizational values.
- Quality: Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.
- Initiative: Volunteers readily; undertakes professional development activities; and asks for and offers help when needed.
- Planning/Organizing: Ability to work independently; prioritizes and plans work activities; uses time efficiently; sets goals and objectives; and develops realistic action plans.
- Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and able to deal with frequent change, delays, or unexpected events.
- Dependability: Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time; completes tasks on time or notifies appropriate person with an alternate plan.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

To apply, please send your resume and cover letter to employment@deenortoncenter.org

The Dee Norton Child Advocacy Center promotes a culturally diverse and culturally competent community response network. The Center strives for diversity regarding gender, age, ethnicity, race, faith and experience among its Board Members, staff and volunteers. Dee Norton abides by all Federal Equal Opportunity guidelines.