**Associate Director of Human Resources, 30 hours**

**Fidelity House CRC, Lawrence**

This role is a hybrid remote/work on site and the hours are Mon-Friday, 9am to 3pm.

Salary: 60k

**Job Summary:**Reporting to the Vice President of Human Resources, this newly created role will provide leadership, and functional expertise in all areas of HR, but with a specific focus in operations with benefits, compensation, PFML, organizational development and policies/procedures.

**Requirements:**

* Bachelor’s degree is required, MBA preferred
* Active PHR or SHRM-CP certification is strongly preferred
* Minimum of 10 years experience as Senior HR Generalist, HR Business Partner, or HR Manager in a healthcare or disability focused environment. Union environment is strongly preferred.
* Must have good technical skills and ability to understand and effectively operate Google Docs, Excel Spreadsheets and HRIS (Paychex)
* Must have the demonstrated ability to prioritize, be well organized and meet deadlines
* Outstanding interpersonal and communication skills with a high degree of emotional intelligence and the ability to present information clearly to a variety of audiences
* 1 year of driving experience and a valid drivers license
* The ability to perform some work, as needed, in the main office in Lawrence, MA. This may require occasional work at one of our locations- all located in the Merrimack Valley.
* Regular and predictable attendance

**Key Responsibilities: (Essential Functions)**

* Manage all leave functions to include counseling employees on options and well as manage the experience with the private company (Equitable) that provides the leaves. This role will track and code the entire leave function for PFML, FMLA and personal leave and provide weekly coded Google doc reports to the Payroll Specialist
* Design and create tools for career development programs for enhanced employee performance and development to keep pace with the growth needs of our strategic plan
* Basic compensation modeling for wage, stipends and bonus via excel spreadsheets
* Assist with policy creation for Employee Handbook, CARF and OQE survey audits
* Manage the HRIS and Benefit Coordinator with weekly supervision meetings
* Provide support to all HR team members for vacation coverage, or in peak times for special recruitment activity, annual open enrollment, employee functions, employee relations matters, HR projects and communications to employees
* Active member of the Diversity, Equity and Inclusion task force
* Be present at company wide events
* HR projects as needed

To view our career portal: [http://www.fidelityhhs.org](http://www.fidelityhhs.org/)

For consideration, please forward resume to:

Kathryn Mageary, PHR, SHRM-CP

Vice President of Human Resources

kmageary@fidelityhhs.org

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| Kathryn Mageary, PHR, SHRM-CP |

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