



Job Posting

Director of Human Resources

Job Title for Posting: Director of HR, Full-time, Cape Cod, MA

If you want to work in an organization that makes a difference in people's lives, come join us at the AIDS Support Group of Cape Cod (ASGCC) as a **Director of Human Resources**.

ASGCC's mission is to save lives through prevention, education, and life sustaining services that address public health crises to build healthy communities across the Cape and the Islands. The Director of Human Resources (Director of HR), reporting directly to the President & Chief Executive Officer, plays an important role in delivering on our mission.

The primary purpose of the Director of HR's job is to support the President & CEO and other members of the Senior Leadership Team in creating a positive work environment and culture through development and execution of innovative strategies. In addition, the Director of HR is responsible for managing ASGCC's human resources related business needs, including hiring and interviewing staff, handling employee relations issues, performance management, administering pay, benefits, and leave, addressing agency human resources policies and practices, and ensuring compliance with federal and state employment related laws and requirements. Primary responsibilities include:

- **Foster and Maintain a Positive Work Environment and Culture:** Works closely with the President & CEO and other members of the Senior Leadership Team to develop and execute strategies for building a more diverse, inclusive, and equitable culture and positive work environment for the team at all levels. Provides change management support to the Senior Leadership Team, including teambuilding and growth opportunities implementation of clear policy guidelines and communications, and more.
- **Talent Acquisition:** In collaboration with hiring managers, sources, recruits, interviews, and facilitates the hiring of qualified job applicants for open positions. Collaborates with hiring managers to understand the skills and competencies required for openings. Supports the entire hiring process including posting jobs, screening job applicants, scheduling interviews, drafting offer letters, extending approved offers, conducting background checks, and verifying an employee's identity and authorization to work in the U.S. In addition, the Director of HR is responsible for ensuring the entire on-boarding process is timely and seamless, including ensuring required technology is ready on the new hire's first day of employment, that follow-up conversations and check-ins with new team members are conducted throughout the onboarding process, and that training received is comprehensive and sustained for the first six months of employment.
- **Positive Employee Relations:** Proactively maximizes positive employee relations by building successful relationships with team members and partnerships with the Senior Leadership Team and managers. Counsels Senior Leadership Team and managers on employee issues, including performance management and responses to employee needs. Regularly consults with employees and managers by providing feedback, recommendations, and information to ensure consistent interpretation of ASGCC policies and procedures and federal and state legislation.
- **Employee Relations Issues:** Manages employee relations issues, including conducting fair and thorough investigations as needed, ensuring appropriate documentation, recommending appropriate resolutions in accordance with laws, regulations, and/or policies, and composes accurate, timely, and clear communications regarding the outcome.



- **New Hire Orientation Program and Employee Recognition:** In collaboration with other assigned staff, develops and implements an orientation program designed to support new hires assimilation into the agency as quickly as possible and to support retention of staff. Develops and implements employee recognition programs.
- **Performance Reviews:** Leads the annual performance review process, analyzes results of reviews, and reports results to the Senior Leadership Team.
- **Data Management and Analysis:** Enters employment and employee data in the HR/Payroll System and produces reports to analyze data. Regularly updates the Senior Leadership Team of data and trends, including headcount, full-time equivalent (FTE), turnover, exit interviews data, utilization of sick time, etc.
- **Training and Development:** Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and management and leadership training. Assesses needs for training and development and purchases or develops programs based on needs assessment. Ensures team members have the opportunity to express their interests in professional growth within the Agency and works closely with the Senior Leadership Team in designing and implementing programs to achieve those goals.
- **Pay and Benefits Administration:** Processes pay and benefits changes. Ensures employees are appropriately enrolled in benefits plans. Analyzes and determines salary placement on established pay structure. Manages annual review of insurance options, works closely with the Senior Leadership Team in coverage and insurer selection, and manages the open enrollment process.
- **Administration of Employment-Related Actions:** Manages and processes employment-related actions including promotions, transfers, reclassifications, pay increases, and other actions. Maintains employee files both manually and in the HR/Payroll Information System in compliance with federal and state requirements.
- **Compliance and HR Best Practices:** Maintains compliance with federal, state, and local employment laws and regulations, and recommended best HR practices. Reviews policies and practices to maintain compliance. Ensures all required postings and reporting are in place and/or completed accurately and on time.
- **Audits:** Prepares for and participates in regulatory audits. Conducts periodic internal audits as needed.

Education and Experience

- Bachelor's degree in related field required with at least seven years of experience in HR in a professional business or human services environment, or Master's degree in a related field with five years of job-related experience in a professional business or human services environment.
- Master's or PhD degree in Organizational Effectiveness and Leadership or Organizational Psychology preferred.
- SPHR or SHRM-SCP certification strongly preferred.

Travel Requirements

Must be able to travel between ASGCC sites and work from different locations. Some work may be performed remotely.

Technical Skills Required

Must have solid computer skills, including Apple & PC platforms, MS Excel, Word, PowerPoint, Google Drive, iPhone, web searches, and email, as well as Zoom and other video-conference programs.



Other Requirements

- Must be able to establish and maintain interpersonal relationships while maintaining professional boundaries and develop constructive and collaborative working relationships with others and maintain them over time. Must be able to connect with individuals and be nonjudgmental.
- Must be able to maintain confidentiality.
- Must have demonstrated leadership ability and interpersonal skills.
- Must have excellent problem-solving skills, including the ability to quickly assess a situation and come to a solution.
- Must be able to work as a team as well as independently.
- Must have excellent written and oral communication skills.
- Must have excellent organizational skills and attention to detail.
- Must have strong time management skills with a proven ability to meet deadlines.
- Must have excellent skills in identifying and managing employee relations issues.
- Must have comprehensive knowledge of state and federal employment laws.

What We Offer

- Competitive pay and benefits, including 401(k) retirement savings plan, medical and dental insurance, life insurance, and paid time off
- An opportunity to work in an organization that makes a difference in the lives of the people we serve
- An opportunity to work with colleagues who are dedicated to the mission of our organization

Special Requirements Related to COVID-19

To provide a work environment that is as safe as possible for our staff and those we serve, ASGCC requires all staff to be fully vaccinated for COVID-19 and to wear surgical, KN95, or N95 masks when working in indoor settings with other staff and clients. For individuals who cannot be vaccinated due to a medical condition or to a sincerely held religious belief, ASGCC will make reasonable accommodations that do not cause an undue hardship to the agency.

For more information, please contact HR@asgcc.org

ASGCC is an equal opportunity employer. A core value of our organization is our commitment to diversity, equity, and inclusion. We welcome all qualified individuals to apply inclusive of race, ethnicity, gender identity, sexual orientation, age and/or other factors that define who you are.