



*Jobs and Involvement
in
America's Communities*

Position: Human Resources Manager

Type of Position: Part-time Regular
(24 hours per week)

Employer: Senior Service America, Inc.

Location: Silver Spring, Maryland

Posted: January 10, 2019

Senior Service America Inc. (SSAI) is a non-profit organization committed to making it possible for low-income and other disadvantaged older adults to participate fully in determining their own future and the future of their communities. SSAI is a dynamic work environment where its every day efforts help more vulnerable seniors get the help they need. Visit our website at www.seniorserviceamerica.org to learn more!

Overview of the Position

The Human Resource Manager will help facilitate all aspects of Employee Relations, Labor Relations, Training, Workers Comp and Compensation functions for a 40 employee, multi-state non-profit organization. The Human Resources Manager will work with employees and leadership to develop and implement effective human resources strategies and programs.

Principal Duties

The incumbent's work encompasses:

Employee Relations:

- Develop, implement, interpret, and administer employee relations policies, programs, and practices.
- Advise supervisors on the handling of employee relations matters, including recommending appropriate level of corrective action and coaching supervisors on preparing progressive discipline documentation and conducting corrective action meetings.
- Conduct HR investigations relating to employee complaints and misconduct.
- Participate in corrective action and performance improvement plan meetings, as necessary.

Human Resources Manager

- Coach and work closely with supervisors to mitigate legal risks.
- Consult legal counsel when necessary

Labor Relations:

- Coordinate with OPEIU, Local 2 and their vendors for employer participation in medical, pension and 401k plans as appropriate
- May participate as the HR representative in Collective Bargaining Agreement negotiations
- Provide advice for managers and supervisors on union matters

Training:

- Research, evaluate, and select training solutions
- May develop training materials and presentations

Compensation Planning:

- Participate in compensation planning to ensure equitable treatment across the organization and benchmark with local non-profit salary surveys.

Other Duties:

- Supervise a part-time HR Assistant
- Recruiting for open positions and onboarding of new hires
- Conduct HR investigations relating to employee complaints and misconduct.
- Oversee leave administration processes to ensure compliance with FMLA and ADA
- Process workers compensation claims, unemployment claims and maintain personnel records
- Plan staff recognition events
- Streamline processes and support the organization in managing change
- Other tasks, as assigned

Qualification Requirements

Academic Experience –

Bachelor's degree required, preferably in Human Resources, Business Management or a related field with at least three (3) years of Human Resources Management experience. In lieu of a bachelor's degree, applicants holding an HR Certification (PHR/SHRM-CP or SPHR/SHRM-SCP, etc.) with eight (8) years of human resources management experience will be considered.

Knowledge, Skills and Abilities -

- Experience with Collective Bargaining Agreements is preferred.
- Must be familiar with FMLA, ADA, NLRA, FLSA, and general employment laws.
- Experience with E-Verify, HRIS knowledge and ADP experience is helpful
- Experience in Compensation planning and knowledge of FAR, DBA and DCAA are preferred.
- Must be able to effectively communicate, both orally and in writing, with all levels of employees.
- Must be able to build and maintain effective relationships with all levels of employees, be able to multi-task and work well in a fast-paced environment.
- Must be able to manage situations quickly by finding effective, compliant solutions and be capable of appropriately delegating tasks and workloads through clear directions.
- Intermediate to advanced level skills using the Microsoft Office software suite

How to Apply

Interested candidates should forward their resume, salary requirements and verifiable references to humanresources@ssa-i.org or mail to the address below.

*Incomplete packages will not receive further consideration.

Contact Information:

humanresources@ssa-i.org

Human Resources, Senior Service America, Inc.
8403 Colesville Road, Suite 200 ■ Silver Spring, Maryland 20910

*Senior Service America, Inc., is an Affirmative Action/Equal Opportunity Employer.
Women and members of minority groups are encouraged to apply.*