

Human Development Services of Westchester (HDSW) is proud to have been involved in the evolution of community-based direct-care services for vulnerable populations in New York State since 1968. HDSW celebrates 50 years of service as a community-based not-for-profit this year, providing vital services to people throughout every corner of Westchester County. In today's ever-changing health care marketplace, HDSW offers person-centered services to over 3000 people each year. We are dedicated to Creating Community and to have opportunities each day for people to realize their dreams through our unique blend of inter-related programs. At HDSW **What Matters To You, Matters To Us!** We are looking for qualified individuals to join our team.

Thank you for your interest in our **Full-Time Director of Human Resources** position.

The Director of Human Resources (DHR) should be a vibrant person-centered leader, with the experience to drive HR strategies, services and solutions for HDSW. The DHR serves as the principal liaison to frontline managers for HR strategies, philosophies, programs, and initiatives within the organization. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

The DHR will design, administer and monitor a comprehensive and effective Employee Relations Program to promote a positive employee relations culture which fosters the philosophies of Joy In Work. Maintains effective communication with HDSW staff and outside agencies to provide timely intervention and guidance pertaining to interpersonal problems or issues affecting productivity, i.e. disciplinary / corrective actions, performance management, grievances, etc. Delivers HR services. The DHR works in concert with HDSW administration to complete reports as required, represents the agency as community liaison, and maintains responsibility for conducting recruitment efforts for all exempt and nonexempt personnel, students and per diem employees; conducts new-employee orientations; and writes and places advertisements.

The ideal candidate will be an intelligent individual with outstanding integrity and sound judgment, dedicated to ethical and efficient operations with excellent negotiation and problem-solving skills; willing to provide strategic vision and leadership on the agency's goals both in staff and financial metrics. The candidate will possess: a Masters in Human Resources, a minimum of Five years progressive human resource experience, and have strong understanding of current Labor and Employment Laws and current healthcare trends. Must be person-centered, have excellent communication skills, and be Microsoft Office proficient.

Bi-lingual English and Spanish speaking preferred.

Must have own car and valid driver's license.

ALL POSITIONS ARE SUBJECT TO A CRIMINAL BACKGROUND, FINGERPRINTING AND MOTOR VEHICLE REPORT CHECK.

HDSW offers a competitive salary, comprehensive benefits package, voluntary benefits and 401k Retirement Plan and Tuition Reimbursement after one Year Full-Time employment.

Equal Opportunity Employer

If you are interested in joining our diverse team please email your resume and salary requirements to:

kipandekakes@hds.org