



**Job Title:** Director of Human Resources

**Reports to:** Executive Director

## **Overview**

The Director of Human Resources serves as the primary point of contact for employee-related matters. Responsibilities include managing recruitment, staff onboarding, employee relations, performance management, benefits management, timesheet and payroll processing, and staff training and development. This is a full-time, on-site position with occasional remote work flexibility.

## **Duties and Responsibilities:**

- Bridge management and employee relations by addressing staff demands, grievances, or other issues
- Manage the staff recruitment, interviewing, and selection process
- Coordinate bi-weekly staff timesheet and payroll processing with the GSH Bookkeeper
- Implement HR strategies, systems, and procedures across the organization
- Maintain the work structure by updating job descriptions
- Ensure planning, monitoring, and appraisal of employee performance by training managers to coach and discipline employees, scheduling meetings, and resolving grievances
- Nurture a positive, staff-centered working environment, serving as the first point of contact for staff employment-related needs
- Implement employee benefits programs and provide education on the GSH benefits package
- Support the planning and execution of All-Staff meetings and all-staff newsletters
- Assess training needs and organize regular training webinars, workshops, and programs
- Maintain all human resources records
- Manage staff by recruiting, selecting, orienting, and training employees
- Perform other duties as required

## **Skills and Abilities:**

- People-oriented with strong organizational skills
- Experience in Human Resources

- Knowledge of HR systems and timesheet management
- Excellent active listening, negotiation, and presentation skills
- Competence in building and managing interpersonal relationships at all levels of GSH
- Knowledge of current labor laws and HR practices
- Degree in Human Resources or a related field preferred

### **Position Details:**

This is a full-time, office/shelter-based salaried position. Benefits include health, dental, and vision insurance, paid time off, a cell phone allowance, and retirement program. Salary is commensurate with experience.

Good Samaritan Haven is committed to equity, diversity, and inclusion in the workplace. We encourage candidates from diverse backgrounds and experiences to apply.

**To apply:** Email cover letter and resume to: [info@goodsamaritanhaven.org](mailto:info@goodsamaritanhaven.org)