



Job Title:	HR Director	Job Category:	HR
Department/Group:	Admin	Job Code/Req#:	
Location:	Richmond, TX	Travel Required:	
Level/Salary Range:		Position Type:	Full time
Reports to:	CEO	Date posted:	August 30, 2024
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	http://www.fbwc.org/who-we-are/careers		
Internal posting URL:	http://www.fbwc.org/who-we-are/careers		

Job Description

Schedule: Monday to Friday 9:00 am to 5:00 pm

The Fort Bend Women's Center is a non-profit agency that has been bringing healing and hope to survivors of domestic violence and sexual assault since 1980. Our mission is to help survivors of domestic violence and sexual assault and their children to achieve safety and self-sufficiency, while striving to prevent violence against women.

ROLE AND RESPONSIBILITIES

The Agency is seeking an experienced Human Resources professional to serve in the role of HR Director for the Center in Richmond, TX and its 120+ employee population.

Duties:

- Manage the recruiting and on-boarding process for the agency.
- Serve as a knowledgeable resource to leaders on employee matters.
- Implementing ongoing staff development processes, success planning, learning, and training.
- Provide employee relations support, including internal dispute resolution, counseling, and employee communications.
- Assist managers in developing disciplinary warnings and performance improvement plans.
- Coach managers in effective employee performance management, alignment and engagement of employees and overall talent management.
- Coach, counsel and mentor employees and supervisors.
- Provide guidance on HR related laws, policies and practices ensuring compliance with all federal, state, and local employment laws.
- Recommend innovative approaches, policies, and procedures to effect t continual improvements in efficiency of HR department and Services provided for employees.
- Investigate and respond appropriately to workforce claims.
- Assess agency supervisory training needs; develop and deliver regular supervisory training.
- Analyze, update, and facilitate the annual compensation review program and the performance management program.
- Manage the termination processes to identify common themes to be addressed a.
- Asist in the planning implementation direction and evaluation of the organization human resource's function.
- Provide annual review of employee benefits package to maintain competitive and affordable benefits.

- Assist in translating strategic business plans into HR strategic and operation plans to support a healthy, sustainable, and high-performance culture.
- Monitor the organizations culture to ensure it supports the attainment of the company goals and objectives and supports the organization vision.
- Create growing opportunities for internal staff.
- Comply with other tasks as needed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A bachelor's degree in human resources or related field
- **Good time management and prioritization skills**
- SPHR or SHRM-SCP certification preferred.
- 5+ years of progressive HR experience
- Experience working for mid-sized organizations, supporting multiple sites, is preferred.
- Strong business acumen with a broad knowledge of all aspects of Human Resources
- Strong leadership and management skills
- Superior analytical, problem-solving and conflict resolution skills
- Strong customer focus with good listening and clear message transmission capabilities.
- Effective communication skills-verbal, written and presentation.
- Ability to manage overly sensitive and confidential material.
- Demonstrated knowledge of employment law, including workers compensation FMLA, FLSA and OSHA.
- Ability to travel locally to agency locations in Fort Bend and Harris Counties as job required, up to 20%.
- Hours: Full time 40 hours per week. Flexible according to program demands. Some evening and weekend hours required.
- Benefits: Health, vision and dental insurance, life, and LTD Insurance, 403b, retirement plan, vacation, well and sick leave.

I have read and understand the duties and responsibilities of the position.

Employee: _____ Date: _____