



Job Title:	Human Resources Manager
CCFH Program:	Finance & Administration Department
Location:	Durham, NC
Position Type:	Full-time

JOB DESCRIPTION

Reports to: Chief Financial Officer, CCFH

Occupational Summary:

The Manager of Human Resources performs duties at the professional level in the following functional areas: employee relations, training, recruitment/employment, affirmative action and employment equity program, benefits management, performance management, employee onboarding, policy development and implementation, facilities and building management, and employment compliance functions. This position requires a highly perceptive person adept at relating to individuals at across the organization. The person in this position must be sensitive to employee morale and organizational needs and will work closely with the CFO.

Work Performed:

- Administers various human resource plans and procedures for all organization employees; develops and implements policies and procedures, including employee policies and procedures manual.
- Communicates with employees and management on various human resource policies, procedures, llaws, standards and other governments relations.
- Maintains employee personnel files.
- Administers the compensation program; monitors the performance evaluation program, and revises/ creates/updates job descriptions as necessary.
- Negotiates and manages employee benefits plans, including claims resolution; communicates benefits information to employees and manages open enrollment.
- Conducts recruitment effort for all exempt and nonexempt positions and temporary employees; manages internship partnerships and application process; conducts new-employee orientations; monitors career-pathing program; writes and places advertisements.
- Handles employee relations counseling and performs exit interviews.
- Coaches, counsels, and guides managers before executing employee disciplinary actions.
- Responds to employee relations issues such as employee complaints.
- Maintains company organization charts and employee directory.
- Maintains and coordinates employee recognition programs. Coordinates staff meetings and other center-wide events.
- Maintains compliance with federal, state, and local employment and benefits laws and regulations.
- Represents the organization for any unemployment claim.

Required Qualifications:

- Bachelor’s degree.
- Current PHR/SPHR certification preferred.
- 7-10 years’ experience as an HR professional, preferably in a nonprofit or government agency.
- Working knowledge of federal, state, and local existing and proposed laws/regulations affecting human resources management.
- Ability to interpret appropriate laws and policies and to advise management and employees accordingly.
- Expertise in diversity, equity, and inclusion (DEI)
- Excellent verbal and written communications skills.



Required Qualifications continued:

- Computer proficiency.
- Proven organizational and management ability.
- Highly organized, detail-oriented, and able to handle multiple projects simultaneously in a fast-paced environment

Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Salary commensurate with experience.

CCFH is committed to building a culturally diverse team. We strongly encourage candidates of color to apply.

APPLICATION INFORMATION

Please send a personalized cover letter and resume to Bessie Givens at Bessie.cookegivens@duke.edu via email with the subject line: **Human Resources Manager. Please no phone calls.**

For additional information on the Center for Child & Family Health, please see the CCFH website at www.ccfhnc.org.