

**Title:** Human Resources Manager

**Summary:** This position is responsible for overseeing the policies, procedures, training and benefits of CFH employees and ensuring that these are managed in an equitable fashion for all employees.

**Reports to:** Executive Director

**Direct Reports:** None

**Classification:** Part-time Hourly

**Minimum Requirements:** Bachelor's Degree in a related field. Familiarity with Microsoft Office suite. Strong interpersonal skills. Ability to interact professionally with diverse groups. Written and oral communication skills. Experience addressing human services through an equity lens preferred.

**Duties:**

- Annual and on-going review and update of personnel and office policies,
- Creation of single on-boarding and exit interview processes,
- Development of consistent interview procedures and help in coordinating interviews,
- Prepare staff and supervisors for on-going value and growth conversations,
- Coordination of staff training on HR issues including difficult conversations and communication,
- Managing leave time tracking and options,
- Reviewing and maintaining job descriptions, and
- Assisting in the selection of annual employee benefits.