

BETA JOB DESCRIPTION

Job Title: Director of Human Resources

Department: Human Resources

Reports to Immediate: CEO

FLSA Status: Exempt

Position Summary:

BETA Center is a non-profit that has been serving the community for more than 30 years. BETA provides the knowledge and support needed for strong and healthy families, with a focus on teen moms, their children and at-risk families. BETA serves the local community through a 24-bed residential facility, emergency services for items like diapers and formula and a partnership with Orange County Public Schools to provide education and development for pregnant and parenting teens and their children.

The Director of Human Resources is responsible for supporting the BETA Center mission by managing and administering Agency human resource functions, including recruitment, compensation, benefits, safety, employee relations, performance management, and staff development for approximately 45 staff. Provide advice and counsel to management in the development and implementation of policies and practices that comply with all applicable regulations and are consistent with the Agency's mission and values. Creating and maintaining a culture as a "top place to work" is also essential. In addition to paid staff, the position is also responsible for management and scheduling of our volunteer resources which total approximately 100 at any given time.

Essential Responsibilities:

- Develop and maintain a positive and fun company culture.
- In collaboration with the President/CEO and key personnel, establish and implement policies and procedures for the effective management of Agency human resources, ensuring compliance with federal, state, and local licensing regulations.
- Identify and evaluate opportunities to improve human resource policies, procedures, and programs.
- Contribute to operational strategic planning, providing perspective on staffing and employee development needs to support strategic directions.
- Encourage proactive strategies for responding to employee relations issues.
- Manage administrative and operational systems for maintaining all employment and personal records, ensuring compliance with legal requirements.
- Ensure a productive work environment that encourages positive, effective working relationships and open communications. Takes prompt, appropriate action to respond to conflicts with staff members.
- Assists with recruitment and selection of staff with the qualifications necessary for successful performance. Performs associated tasks such as background screenings, reference checks, and orientation.
- Supports staff development, identifying opportunities for training and skill building within budget limits.
- Act as employee benefits administrator.
- Ensure a healthy and safe environment that complies with OSHA and other regulatory requirements.
- Manages volunteers including background screenings, placement and scheduling.
- Develop and enforce employee and supervisor handbooks.
- Maintain confidentiality of the Agency and the employees.

Required Experience:

- Bachelor's Degree in Human Resources, or a related field.
- Knowledge of regulatory requirements affecting human resources management.
- Current knowledge of best practices in human resources.
- Demonstrated strong organizational, managerial/mentoring and leadership skills with ability to lead by example and encourage collaborative efforts.
- Demonstrated interpersonal and team-building skills to establish and maintain good working relationships with colleagues, donors, volunteers, and school officials with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion.
- Strong written and verbal communication skills that demonstrate correct grammar, usage, syntax, and format, with the ability to make oral presentations and/or interpret various related programs to constituents.
- Must have excellent computer skills; working knowledge of computer applications, including Microsoft Office Suite.
- Must have the ability to set and meet deadlines, problem solve, and manage multiple tasks concurrently.
- Must have the ability to accommodate changes in work schedule.
- Demonstrated ability to work under pressure and meet deadlines.
- Demonstrated ability to keep accountability, work independently and creatively.
- Must have an ability to demonstrate employability with regard to criminal checks mandated by licensing requirements.
- Must have a current, valid Florida drivers' license.

Preferred Experience:

- Masters Degree in Human Resources or a related area.
- PHR or SPHR Certified.
- Previous experience in a non-profit setting.
- Knowledge of DCF regulatory requirements.

This job description is not an exhaustive list of essential responsibilities, experience or skill factors. However, the job characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BETA Center reserves the right to revise this job description at any time. This job description is not a contract for employment, and either you or the employer may terminate employment at any time.

BETA Center is an equal employment opportunity employer and maintains a drug free workplace policy.

To Apply:

Please submit a resume and cover letter to Employment@BetaCenter.org or mailed to 4680 Lake Underhill Road – Orlando, FL 32807 attn: HR/Human Resources Director. Phone calls will not be accepted.

BETA Center is an equal opportunity employer.

Salary: \$48,000 - \$52,000