

Human Resources Director

DEFINITION

The Human Resource Director (HRD) works under the general direction of the Chief Executive Officer (CEO) and is responsible for the overall management of HWC's human resources, reception functions, facilities operations, including Doey's House, and for providing services consistent with the mission, vision, and goals of HWC, quality outcomes and regulatory standards.

QUALIFICATIONS

Bachelors Degree in human resources or related field required
Professional Human Resource Certification preferred
Minimum 5 years of human resource operations experience
Minimum 5 years managerial experience
Knowledge of ADP Workforce Now preferred
Excellent verbal and written communication skills
Valid driver's license, car insurance and a reliable car

REPORTS TO

Chief Executive Officer