



Job Title: Human Resources Director

Reports To: Executive Director

Direct Reports: None

Position Summary: Clarity's Human Resources Director is responsible for a wide range of human resources functions and plays a key role in the success of Clarity by offering guidance and support relative to the personnel needs and issues of the organization.

Who We Are: Clarity of South Central Indiana has been a community treasure and resource for nearly 40 years. The purpose of Clarity is to create awareness about holistic sexual health and provide a path to healing for those affected by sexually-related traumas. At Clarity, we believe in possibilities. We look at our communities and see people full of potential; individuals whose life paths abound with possibilities. Our aim is to help individuals experience greater independence, build upon a healthy foundation, and realize the value of each aspect of their lives. We do this by providing women, children, men and families support and healing services through education, restoration and individual client services. Clarity is a 501(c)3 non-profit organization.

The ideal candidate will have the following skills & characteristics:

- Maintain a strong commitment to the sanctity of human life
- Agree without reservation to Clarity's Statement of Principle and Statement of Faith
- Have exceptional organizational, interpersonal and communication skills
- Be self-motivated, dependable and able to carry out responsibilities with little or no supervision
- Maintain confidentiality with sensitive information
- Display proficiency in Microsoft Office applications (particularly Word, Excel and Powerpoint)
- High School Diploma with some additional Human Resources training (required)
- Human Resources degree or SHRM/HRCI Certification is a plus
- Minimum of 3 years experience in Human Resources (HR experience in the non-profit sector is a plus)
- Current working knowledge of key employment laws and practices (FLSA, EEOC, ADA, HIPAA, FMLA), and ability to make practical application of regulations
- Demonstrated success implementing and sustaining HR programs and initiatives
- Physical requirements: The Human Resources Director performs duties in a standard office environment, sitting for long periods, walking and standing for long periods. This position may occasionally need to work extended hours and travel out of town overnight.

Responsibilities:

1. **Oversees and assists the recruitment and hiring process for all departments:** Including interviewing and evaluating candidates, preparing and/or reviewing all posting of recruitment advertisements, conducting pre-employment screening/testing, researching applicant background information and maintaining open and closed application file.
2. **Conducts new employee HR orientation:** Guides employees through necessary paperwork, provides handbook information, and explains benefit plans and enrollment.
3. **Assists Department Heads with departmental orientation:** Ensures and enhances on-boarding processes and training sessions as appropriate for each new hire.
4. **Maintains job description files:** Maintains files on all job descriptions, assists with writing new job descriptions as positions are created, and implements an annual job description update process for standardization and consistency in conjunction with performance evaluation process.
5. **Maintains employee personnel files:** Maintains employee paper and/or computer files and employee benefits.

6. **Regulation Compliance and Professional Development:** Ensures compliance with applicable benefits laws, statutes, ordinances, rules, regulations, standards, policies and procedures; initiates actions necessary to correct deviations or violations. Maintains comprehensive and current knowledge and awareness of applicable Local, State, and Federal laws and regulations. Researches new trends and advances in the profession. Reads professional literature; maintains professional affiliations; attends conferences and training sessions as appropriate and necessary.
7. **Question and Complaint Resolution:** Responds to questions and complaints related to human resources policies, procedures, and activities. Provides information, conducts necessary investigations, and initiates a grievance or problem resolution process.
8. **Conducts research and provides direction for the implementation of a benefits program for Clarity:** Including an employee assistance program. Performs the research as necessary to develop a written recommendations and assist decision makers in implementing a benefits program.
9. **Researches and develops policies procedures, and rules:** Conducts research of regulations and rules pertaining to personnel and safety. Presents proposed additions, deletions and changes to the Personnel Policies Handbook, in compliance with Local, State and Federal laws, to the Board of Directors for approval. Updates the Handbook and prepares copies as necessary to distribute to department heads and employees.
10. **Organizational Training and Needs Assessment:** Develop and implement a training needs assessment that identifies the training that will address any identified skill deficits within the organization. Develop a training program that addresses organizational objectives and ties into the strategic direction of the organization.
11. **Volunteer management:** Responsible for overseeing and managing the Volunteer Programs and all related activities to ensure efficient operations and quality of services for organization. Responsible for recruitment orientation and schedule volunteers for ongoing tasks as well as for staffing events. Also responsible for tracking volunteer hours, and recognizes volunteer's commitment through appreciation process.
12. **Assists in the development of the Human Resources budget:** Assists the Chief Executive Officer in the development of the Human Resources budget.
13. **Implements annual compensation study:** Shares results with Chief Executive Officer and develops recommendations for all positions based on two criteria a. Competitive research. b. Inflation/cost-of-living and merit increases.
14. **Attends Board Meetings** (as necessary): When Human Resource issues are on the agenda for a board meeting, the HR Manager/Generalist will need to prepare and attend.

Other Duties:

- Assists department leaders with performance appraisals
- Conducts exit interviews for terminated personnel, provides benefits information, ensures return of Clarity property, and documents suggestions and complaints.
- Develops and implements employee satisfaction process which includes strategy, plans, measurable goals, including an employee satisfaction annual assessment
- Assists with Training and Safety Programs for employees
- Responsible for OSHA reporting
- Other duties as assigned by the Executive Director

Compensation: Salaried (40 hours per week)

The Human Resources Director will receive a yearly written and oral evaluation from the Executive Director.

Clarity is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.