



Human Resources Director Needed

Preferred Behavioral Health Group is an Ocean County-based nonprofit organization with over 450 full and part-time employees, providing mental health and substance use programs, services, and treatment.

Qualifications:

Bachelor's degree in Human Resources or related field and 5 or more years of experience; communication skills; excellent decision-making, leadership, people and problem-solving skills; knowledge of HRIS (ADP a plus) and Microsoft Office Suite; SHRM-CP/PHR or SHRM-SCP/SPHR preferred, but not required.

Summary:

Directs the employee experience at PBHG from recruitment through separation and ensures the safety and well-being of the workforce. Promotes employment best practices in the organization to comply with laws and regulations and attract top talent. Supports leadership and supervisors by providing HR guidance.

Specific Responsibilities/Functions:

- Supervises and guides 3 HR staff (2 HR Representatives, 1 Insurance Credentialing Specialist), and regularly assesses and develops the HR Department
- Responsible for employee records management, content and security
- Utilizes the HRIS to full advantage for record-keeping and workforce management
- Responsible for oversight of personnel policies and procedures, including researching, developing and writing; communicating new and revised versions; and ensuring proper compliance
- Maintains current knowledge of industry trends, employment laws, OSHA regulations, annual EEO filing requirements, licensing and accreditation standards and ensures organization's compliance with same
- Assists in development and revision of job descriptions
- Oversees recruitment, hiring and onboarding of employees
- Leads the employee performance review process and assists supervisors with performance-related documentation
- Fields and follows up on employee complaints and concerns, and conducts investigations, as indicated
- Oversees the employee benefits program
- Interfaces and serves as liaison with benefits brokers, legal consultants, auditors, retirement plan administrators, etc.
- Represents PBHG at employee-related hearings, such as wage and hour, unemployment, etc.
- Handles unemployment claims
- Reviews, approves and monitors leaves of absence
- Reviews and guides management recommendations for employment terminations
- Coordinates or conducts exit interviews to determine reasons behind separation, gain constructive feedback and identify opportunities to improve retention and engagement

Apply to: jobs@preferredbehavioral.org