



TALENT AND CULTURE DIRECTOR

POSITION SUMMARY:

A strategic and leadership position within Safe Haven that is dedicated to ensuring that employees have an engaging and fulfilling workplace experience. This role is a liaison between Insperty and staff for human resources functions and harnesses innovation from the organization's talent by strategizing around new initiatives that address needs and opportunities across the organization. This position creates an environment to attract, motivate, develop, and retain innovative staff committed to achieving the Safe Haven's mission vision and values.

ROLES AND RESPONSIBILITIES:

- Serves as organizational liaison with Insperty PEO, reviewing employee needs/requests as needed
- Leads discussions around employee performance issues, annual performance reviews, Employee Handbook updates
- Facilitates Safe Haven's DEIJ Committee
- Supports supervisors in scheduling & completing 90-day reviews and annual reviews
- Serves on the Board's Talent and Culture Committee and the agency's Sunshine Committee
- Assists in the hiring process – including, but not limited to: posting available positions, updating job descriptions, supporting hiring managers with application review and interviews, sending offer letters.
- Oversees onboarding process: setting up new employees in Insperty, gathering necessary onboarding documentation, conducting background checks
- Establishes and oversees a standardized orientation process across Safe Haven, working with department supervisors to establish department-specific orientation trainings and schedules. Track progress to ensure new employees have a positive onboarding/orientation experience.
- Ensures positive offboarding experience for departing employees: completing necessary paperwork, coordinating exit interview, collecting Safe Haven Property, and reviewing PTO payouts with Finance Director when applicable
- Works in collaboration with other leadership members to strategize and implement organizational processes, ideas and vision
- Collaborates to provide opportunities for employee learning and development, such as annual staff trainings
- Coordinates planning for staff retreats
- Gathers and analyzes feedback from employees to continuously improve the employee experience
- Fosters a positive organizational culture that aligns with the company's value and goals
- Adheres to agency policy, procedures and the professional code of ethics.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Masters Degree in Social Work, Organizational Development, or another Human Resource related field preferred
- At least two years' organizational leadership and development experience required.
- Experience in social services and/or human resources preferred.
- Demonstrated knowledge of principles related to staff retention, onboarding, employee experience, and organizational strategy & leadership.
- Knowledge of community resources and counseling/social work practices with high risk populations in crisis, including understanding of working in a Trauma Informed Care Environment.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Work Environment: Office setting.
- Must be able to sit / stand for 8 hours.
- Walking, bending, light lifting up to 25 lbs.



BENEFITS

- Salary Range: \$79,000-\$84,000 annually
- Medical, dental and vision insurance (eligible on the 1st day of employment) (employer pays employee portion)
- Life insurance (employer paid)
- Short- and long-term disability insurance (employer paid)
- 14 paid holiday days per year
- 18 PTO days accrued annually (pro-rated by hire date in first year)
- Counseling services
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TO APPLY:

Follow this link to apply: <https://j.brt.mv/PortalViewRequirement.do?reqGK=27774731>