



Position Profile: Human Resources Director

AccessPoint RI (APRI), located in Cranston RI, is currently seeking a Human Resources Director to establish APRI's human resources function in partnership with the President & CEO and the Chief Financial & Administrative Officer while also being an active participant in, and facilitator of, the organization's overall strategy to attain our vision of a *“fully integrated community where every person will have the opportunity to thrive; living, working, learning and contributing in ways that are personally meaningful and fulfilling”*.

ORGANIZATION INFORMATION:

Established in 1965, AccessPoint RI (APRI) is a community-based, non-profit 501(c)(3) organization that specializes in services for children and adults with cognitive, physical and medical needs, supporting each person to live to his or her fullest potential. The agency is committed to meet the needs of individuals and families through providing high quality services such as adult residential, day enrichment, vocational training and employment, inclusive early childhood and special education school, transition and children's clinical services. For more information click here [APRI](#)

Human Resources Director

Reporting to the President & CEO, the Human Resources Director leads the Human Resources department and works collaboratively across the organization to plan, direct, and coordinate all human resources initiatives. Working closely with the Leadership Team, the Human Resources Director develops and implements HR policies, procedures, and initiatives including talent management, succession planning, compensation and benefits, employee and labor relations, performance, training and development. This position will monitor the application of policies, procedures, and HR programs to insure they are consistently administered and aligned with organizational goals, mission and culture, and are in compliance with professional standards, as well as state and federal laws and regulatory requirements.

Principal Duties and Responsibilities:

- Works in partnership with the Leadership Team to develop and implement HR practices and programs that maximize employee engagement and retention, insuring that human resources policies and programs are aligned with the mission of APRI and our strategic organizational objectives.
- Maintains, develops, implements and communicates the organization's policies and procedures, insuring federal, state, local and specific regulatory compliance to minimize organizational risk.

- Insures HR provides high levels of service to employees and is welcoming, accessible and responsive.
- Works with the Leadership Team to develop and implement an overall talent acquisition and workforce planning strategy, collaborating with line management, local and regional schools, and professional organizations to build a talent pipeline for key positions.
- Oversees the full cycle recruiting process. In conjunction with hiring managers, directs and performs recruitment and selection by ensuring effective planning, sourcing, assessment and interview techniques and tools to hire and place well-qualified candidates on a timely basis.
- Insures all certifications and background records are compliant with requirements for new hires.
- Directs and implements the on-boarding program insuring all required documentation and trainings take place.
- Monitors employee morale, keeping leadership informed of opportunities for positive recognition as well as key challenges. Advises leadership on employee engagement strategies to build a positive, inclusive culture consistent with the vision, mission and values of APRI.
- Is a credible, respectful, visible leader who facilitates communication and relationship building across the organization.
- Handles employee relations issues and leads investigations; serves as internal coach and consultant ensuring fair and equitable treatment of employees while minimizing agency liability.
- Provides advice and counsel to managers on a variety of human resource areas including employee handbook interpretations, employee and labor relations and performance management, and in conjunction with the Leadership Team insures consistent application across the organization.
- Works closely with the Leadership Team to develop and implement a diversity, equity and inclusion strategy for the organization.
- Coaches employees on subjects such as career development, leadership and performance development plans; supports employees during implementation of change management initiatives.
- Develops human resource related training plans and programs; leads, organizes and coordinates with third party providers to deliver programs, workshops, and activities.
- Manages the performance management program, including an annual performance evaluation which is fair, consistent and drives employee accountability.
- Works with the Leadership Team to develop compensation, benefit and recognition programs and advises them on a total rewards program that enables the organization to attract and retain qualified staff that is competitive externally, equitable internally, current

and cost-effective within the guidelines of the organization's budget parameters and grant requirements. Works with benefit consultant. Develops communications to support this effort.

- Insures the integrity of HRIS systems, employee database information and all relevant employee records. Performs HR administrative duties, monitors HR metrics, analyzes data and provides pertinent reports and recommendations.
- Hires, coaches, mentors, supervises and evaluates HR staff, providing appropriate opportunities to develop skills and knowledge.
- Remains current on HR trends and legislation (e.g., OSHA, EEO, ERISA and FLSA, etc.). Provides direction and training to managers regarding the interpretation and changes in employment and labor laws.
- Performs other related duties as required and assigned.

Education and Experience:

- Bachelor's degree in Business Administration, Human Resources or other related field from an accredited university is required; HR certification preferred; Master's degree or advanced coursework is a plus.
- A minimum of eight to ten years of Human Resources experience required; at least three years in a leadership role such as an HR Director, Regional Director, Senior Manager or equivalent. Experience in a non-profit organization strongly preferred.
- Experience with an HR start-up or rebuilding an HR function preferred.
- A true HR generalist, with experience as a HR practitioner dealing with the full scope of HR matters in a dynamic, fast-paced environment is essential. Must be hands-on and capable of producing work with limited staff.
- Experience facilitating teams and coaching leaders to manage change.
- Experience developing creative and effective recruiting programs required.
- Experience with HR technology to streamline processes, improve overall administrative efficiency and increase employee services preferred.

Knowledge, Skills and Competencies:

- Commitment to the mission of the organization, the consumers we serve and the employees who deliver our services.
- Solid knowledge of current HR practices, HR employment laws, wage and hour, health and safety regulations, compliance and benefits administration.
- On-going HR professional and leadership development.
- Proactive and results-oriented.

- Team player, trusted leader who collaborates with others; works well across the organization and outside partners and agencies.
- Project management skills.
- Superb interpersonal and communication skills, verbal, written and listening– ability to communicate clearly and promptly in all mediums with all levels of staff, with diverse populations and personalities.
- Strong influencing skills and a consultative approach, able to resolve conflict; listens carefully and respects the views of others.
- Demonstrated ability to handle difficult situations with the utmost professionalism, discretion, confidentiality, objectivity, compassion, empathy and a calm temperament.
- Excellent organization and time management skills, with the ability to quickly assess situations and reprioritize work and schedules accordingly.
- Strong computer skills in Microsoft Word and Excel. Proficiency with HRIS and recruiting systems required.
- Bi-lingual in Spanish is a plus.

Physical Demands and Work Environment:

- Work environment is normally an office environment. However, there may be circumstances where working remotely (from home) is required.
- Able to sit at a work station, concentrate viewing computer screens for an extended period of time.
- High utilization of office equipment, phone, computer, printer, etc.
- Able to travel locally to multiple locations.

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is an excellent opportunity for a passionate, experienced HR professional who is truly committed to making a positive contribution to the community. Compensation will be commensurate with experience and qualifications. Salary range minimum is \$105,000.

AccessPoint RI is an equal opportunity employer and fully committed to a culturally diverse staff. People of color, LGBTQ/T candidates, and people of diverse backgrounds are encouraged to apply.

[Apply here:](#)