



JOB TITLE: Director of Human Resources
REPORTS TO: Chief Financial Officer
STATUS: Full time, Exempt
LOCATION: San Diego, California

Are you looking for a meaningful career in a position that allows you to make a difference in your community? Voices for Children is a respected, local nonprofit organization focused on fulfilling our mission to advocate for the needs of children in foster care. Consistently ranked in the top three CASA programs out of 1,000 nationwide, our team takes pride in serving our children with the highest level of excellence and care. Come to work at Voices for Children and you'll enjoy a friendly, warm culture with the following generous benefits for our full-time employees:

- Start out with 12 vacation days per year, 13 paid holidays, and an additional 5 days of paid time off after Christmas Day through New Year's Day
- A comprehensive, affordable benefits package to include several medical plan options (one plan is free for employees), vision, dental, flexible spending account, 403b plan for retirement savings, etc.
- A welcoming work environment

About Us

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

About the Position

The Director of Human Resources is responsible for the day-to-day management and oversight of all human resources functions and payroll management. This person is an active member of the leadership team at Voices for Children (VFC) and has responsibility for the following functional areas: benefits administration, employee relations, payroll processing, employee development and training, performance management, recruitment/hiring/onboarding new staff, employee terminations, policy implementation and guidance, leave administration, employment law compliance, participation in our diversity, equity, and inclusion committee and other related duties.

The Director of Human Resources should be prepared to handle matters confidentially and with the strictest security when the need arises, whether the items are labeled confidential or not. Further, this employee must work as a full member of the Voices for Children team.

Main Duties/Responsibilities

- Partner with the leadership team to administer and communicate various organizational policies, procedures, employment-related laws, etc. Maintain and update employee handbook. Ensure legal and ethical compliance with State and Federal laws.
- Stay up-to-date with COVID-19 guidelines, policies and procedure and keep staff informed.
- Manage employee relations issues such as: performance/discipline issues and handle employee complaints, concerns, and questions. Investigate, recommend, and resolve employee relations issues up to and including terminations.
- Process employee resignations, terminations, lay-offs, etc. Complete all tasks associated with exiting employees.
- Conduct recruitment of exempt and non-exempt staff to include the following tasks:
 - Maintain accurate job postings using JobScore applicant tracking system.
 - Process applicants in JobScore and update their status throughout the recruiting process.
 - Schedule and conduct phone screens, interviews; work with hiring team to identify candidate for hire. Decline all other candidates in a timely manner in JobScore.
 - Complete reference checks.
 - Create offer letters and complete onboarding and orientation procedures for new hires.
 - Train new hires on office safety, key policies and procedures, and how to use the timekeeping/HR system, iSolved.
 - Work with local universities to coordinate and facilitate internship opportunities.
- Process bi-weekly payroll in iSolved. Maintain a strong working knowledge of wage and hour laws in California. Maintain HRIS records with accuracy and timeliness.
- Responsible for benefits administration to include: reconciling benefits invoices, coordinating annual renewal meetings and open enrollment, maintaining strong knowledge of all company benefits and answering staff questions as related to benefits. Process new hire enrollments and benefits' cancellations and initiate COBRA documentation for employee resignations, terminations, and/or layoffs. Process qualifying events throughout the year.
- Manage employee leaves of absences.
- Participate in VFC's Inclusion, Diversity, Equity, Awareness and Action (IDEAA) Council and carry out assigned duties.

- Participate in VFC's Culture Club, a group of employees whose goal is to encourage positive morale and help to maintain a welcoming and warm organizational culture. Work with the Culture Club to coordinate employee recognition efforts, events, potlucks, etc.
- Facilitate the implementation of systems, programs, tools and processes designed to improve management and employee performance, productivity, and engagement.
- Coordinate biannual performance management process. Work with members of management to monitor and improve the process as necessary.
- Facilitate employee development and training opportunities. Maintain LinkedIn Learning system and encourage usage.
- Monitor mandatory CA harassment prevention training, using the provided system, for all supervisors and employees; ensure that all employees are in compliance and re-take the course every two years, as required by law.
- Establish and maintain positive working relationships with staff members and management. Respond to staff with inquiries in a timely manner.
- Process unemployment and Workers' Compensation claims.
- Responsible for completion, accuracy, and maintenance of all employee files, I-9's, benefits' files, etc.
- Assist in the development, implementation, and evaluation of the VFC strategic plan.
- Continually work to further the Mission and Vision of Voices for Children.
- All other duties as assigned by the CFO and/or President & CEO.

Required Education/Experience/Skills

- Bachelor's degree in Business or other field relevant to HR strongly preferred.
- Current HR certifications: PHR/SPHR and/or SHRM-CP/SHRM-SCP preferred.
- 5 years or more of broad and progressive HR responsibilities, preferably with some experience in a nonprofit setting.
- Strong knowledge of CA and Federal employment laws and regulations, including wage and hour laws.
- Experience managing full employee recruiting lifecycle, benefits administration, employee relations, payroll, and training and development.

- Positive, upbeat attitude with the ability to connect and create trust with staff at all levels.
- Excellent organizational, time-management, project management, and communication skills (interpersonal, verbal, and written).
- Ability to work effectively, diplomatically, and tactfully at all levels with those internal and external to the organization, maintaining standards of confidentiality, discretion, and professionalism.
- Proficiency with HRIS systems and technology, including experience using an applicant tracking system, and timekeeping/payroll systems.
- Fully proficient with Microsoft Office Suite, including Excel, Word, Outlook, and PowerPoint.
- Detail-oriented and accurate.
- Ability to present information concisely and effectively, both verbally and in writing; must be comfortable giving presentations to both large and small groups.
- Able to think strategically and plan accordingly.

Other Requirements

- Must have a valid California driver's license and automobile insurance, as well as access to an automobile for local travel.
- Must meet the background screening requirements of Voices for Children.

Work Schedule

This is a full-time position. The VFC office is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; all Court holidays are observed. Evenings and weekends are occasionally required as related to special events. Vacation, medical and other benefits are consistent with Board-adopted personnel policies. Due to the pandemic, VFC staff currently work remotely; we anticipate a return to the office later this year when circumstances permit.

Physical Requirements

- Able to sit for prolonged periods of time

Work Environment

- Professional office environment; this position will be remote to start due to COVID-19 restrictions
- Fast paced working with multi-level distractions

How to Apply

Please go to the following link: <https://jsco.re/92owa> and click “Apply for this Job” to apply. No phone calls, please. Position open immediately and will remain open until filled.

The person who is offered the position will undergo a background check, including a DMV record review, FBI and DOJ fingerprinting, and a check of the Child Abuse Central Index. Our hiring process includes an initial phone interview and at least three in person interviews with current VFC employees. We offer a competitive salary with full benefits. Please submit all application materials to be considered.

At Voices for Children, we believe that we can best accomplish our mission of transforming the lives of children in foster care by maintaining an environment that reflects the diversity of the youth we serve. Voices for Children encourages and values diversity among our staff and volunteers.

Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.”