

POSITION AVAILABLE IMMEDIATELY

**POSITION: Director of Human Resources**

**POSITION SUMMARY:**

Responsible for developing and implementing recruitment, onboarding, and retention strategies in collaboration with the management team. Responsible for developing, implementing, and managing employee benefits, and all activities related to Human Resources and Personnel matters for The Arc of Chester County. Duties will primarily focus on the non-Agency With Choice human resource needs of the agency however the position is expected to work in collaboration with the Agency With Choice Program Human Resource Manager and AWC team as needed and directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Advise staff on employment laws, policies, and practices. Ensures agency's policies and practices are in compliance with all laws and program requirements. Manage the development and implementation of policies, processes, and procedures.
2. Manage recruitment and retention initiatives and HR practices that will ensure inclusion, diversity, equal opportunities, and non-discrimination.
3. Ensure compliance with HR confidentiality and HIPAA. Manage the agency employee record storage and retention.
4. Manage, develop and ensure personnel policies and procedures are in place and staff are trained on the agency policies and procedures.
5. Work with leadership and the management team to promote positive morale, resolve employee relation issues, support performance improvement strategies, counseling and when necessary, terminations, including preparing disciplinary letters and other HR letters as needed.
6. Ensures process and completion of employee's performance and salary reviews and update agency position salary scale at least annually.
7. Work collaboratively with the Chief Executive Officer and management team on the optimal table of organization for the agency and each division within the agency. Participate in budget discussions to assist with the preparation of the agency budget.
8. Manage all aspects of agency benefits with the agency broker. Coordinate and manage yearly open enrollment for benefits; monthly process newly eligible employee's benefits; act as liaison between the employees and the insurance brokers to answer questions and resolve benefit related problems; ensure agency meets all benefit compliance requirements, including ACA and 403b.
9. Process and administer all Worker's Compensation claims, leave of absence requests, FMLA and disability paperwork.
10. Process and manage unemployment claims and attend UE hearings. Negotiate Unemployment contracts with guidance from the agency insurance broker and Executive and management team.
11. Oversee employee training requirements and compliance related to Arc traditional employees.

**Education and/or Experience:**

Bachelor's or Masters Degree in Human Resources preferred. At least 5 years minimum related experience (HR or Supervisory) or employment related experience preferred.

For more information, please contact:

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E.O.E.  
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