Jewish Family & Children’s Service of the Suncoast, Inc.

2688 Fruitville Road

Sarasota, FL 34237

**Our Mission Statement:** *Guided by the Jewish tradition of helping all people, JFCS empowers individuals and families toward self-sufficiency.*

**THE AGENCY**

Jewish Family & Children’s Service of the Suncoast, Inc. (JFCS) - is a fully accredited, community-based social service organization that delivers a broad range of professional counseling and social services to individuals, families, seniors, adults, children and veterans on a secular, non-denominational basis. Through comprehensive counseling and social service programs, JFCS empowers individuals by helping them make life-altering changes to improve the quality of their lives. JFCS promotes self-sufficiency, providing people with the resources not only to cope, but to overcome life's challenges.

**Director of Human Resources**

**POSITION SUMMARY**

To support the CEO and further the agency’s mission by increasing the attraction and retention of outstanding talent through a comprehensive human resource program. Responsible for directing the development and implementation of an employee-oriented, high-performance culture.

**PERSONAL TRAITS**

* Passion, advocacy and excitement for the mission of the Jewish Family & Children’s Services of the Suncoast, Inc.
* Poise, credibility and relationship skills to work with diverse constituencies
* Strong personal work ethic with a sense of humor and perspective
* Entrepreneurial, creative style
* Integrity, honesty and a commitment to confidentiality
* Team-orientated and mission-driven professional with a desire to create and build
* High emotional intelligence and ethical standards
* A high degree of self-motivation, ingenuity, and creativity
* Open minded, adaptable and collaborative
* Ability to maintain positive and authentic relationships
* Enjoy working in a fast-paced, dynamic and quickly changing environment
* Highly organized with attention to detail
* Excellent at follow-through and customer service
* Excellent verbal and written communication skills
* Ability to write clear, concise manner
* Ability to mentor and coach others

**DUTIES AND RESPONSIBILITIES**

* Critically evaluate and shape the Human Resource program and make recommendations to the CEO for improvements.
* Maintains knowledge of current and emerging industry trends and employment legislation and ensures the organization's compliance with local, State, Federal standards and other accrediting organizations.
* Maintains and communicates changes in the organization's human resources policies and procedures and ensures that proper compliance is followed.
* Responsible for and assists Senior Leadership team in the annual review, preparation, and administration of the organization's wage, salary, and safety programs.
* Works directly with department managers to assist them in carrying out their responsibilities in all human resource matters.
* Recommends, evaluates and participates in staff development for the organization.
* Develops and maintains an effective human resource information system.
* Works and interacts with staff at all levels.
* Routine HR functions

**TYPICAL PHYSICAL DEMANDS:**

General office environment

**EDUCATION:**

Bachelor’s Degree in Human Resources management, business administration or equivalent

Professional Human Resource Certifications (SHRM - SCP & SPHR)

**Skills & QUALIFICATIONS:**

* 7 to 10 years of related Human Resources experience
* Knowledge of the principles and practices of HR management
* A leadership position in a for profit or non-profit organization

**REPORTS TO:**  Chief Executive Officer

**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_