



Extraordinary reach.
Unconditional care.
Life-changing results.

Human Resources Associate Director

SCO Family of Services has provided vital human services throughout New York City and Long Island for more than 100 years. SCO helps vulnerable New Yorkers build a strong foundation for the future. We get young children off to a good start, launch youth into adulthood, stabilize and strengthen families and unlock potential for children and adults with special needs.

SCO Family of Services welcomes you to join our family and help us work together to carry out our mission to build a stronger tomorrow.

Description:

- Serves as the primary contact for all HR issues within assigned program area, and communications and trains, if necessary, all program staff with regard to HR policies and procedures
- Provides ongoing supervision to assigned HR staff to ensure optimal team performance and delivery of HR administrative and consultative services
- Consults with Chief Operating Officer, Assistant Executive Directors, and program managers in assigned program area regarding HR programs and services, and provides standard and intermittent HR reports to program managers to assist in all aspects of workforce management as well as governance and funding source reporting
- Leads HR related projects that have significant impact on assigned program area, and solves complex HR problems that may impact programs
- Manages the coordination of all HR services within assigned program area, including activities related to selection and hiring, on-boarding and training, compensation and benefits, performance and talent management, employee reward and recognition, and employee and labor relations
- Develops innovative HR programs, services, and/or processes to address improvements or minimize risk related to employee and labor relations
- Supervises the entry of data from assigned program areas into HRIS, the maintenance of employee files, and the documentation of HR information outside of HRIS to ensure compliance to regulatory and best practice standards
- Travel between Dix Hill, Long Island and Briarwood, NY throughout the week

Qualifications:

- Bachelor's Degree in Human Resources or related field, with Master's Degree preferred
- SPHR Certification from the HR Certification Institute or related HR professional organization
- Minimum of six years of experience within an HR Department, with at least two years supervising other HR staff members
- Experience in multi-cultural environments and nonprofit environments, preferably in a human services or social services setting
- Proficiency in managing data within an HR Information System and with other related HR software applications, including most Microsoft Office products

APPLICATION PROCESS:

If you are interested in the position mentioned above, please apply directly online at:

<https://sco.taleo.net/careersection/jobdetail.ftl?job=31805&tz=GMT-04:00&lang=en>

Please keep in mind that it is not possible for us to personally contact every candidate, but rest assured that your information will be reviewed and one of our hiring managers will contact you if you're being considered for the position.

SCO FAMILY OF SERVICES is an Equal Opportunity Employer M/F/D/V