



MENTAL HEALTH ASSOCIATION IN ULSTER COUNTY, INC.

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Position Profile Director of Human Resources

The Mental Health Association in Ulster County, Inc. seeks a seasoned Human Resources professional to serve as its next Director of Human Resources. The position oversees the Human Resource Department and is open at an exciting time of growth for the organization.

The Organization

The Mental Health Association in Ulster County, Inc. (MHA) was established in 1959 by a group of physicians and concerned citizens in order to develop a coordinated citizens' movement to promote mental health and to work toward the improved care and treatment of persons with mental illness. Historically, the Mental Health Association in Ulster County, Inc. views its role as an advocate to focus community attention on problems related to mental health and to initiate needed services for children and families, and services for adults.

"The Mission of the MHA is to engage all people in achieving their optimal mental health by providing innovative and compassionate services that educate, advocate, prevent and heal."

MHA currently provides services to children, families and adults in Ulster County experiencing mental health issues. Services include:

- Housing for young adults-elder adults with mental health, substance use and physical health issues
- A 24/7 staff supported program, as well as scattered site apartments for adults with the ability to live independently with minimal supports
- Food assistance to those struggling with financial hardships
- A drop in center
- Intensive clinical services to children, families and adults to ensure they have the support they require during times of crisis, ensure their safety and teach them tools to live a healthier, independent life
- Services to adults with Intellectual Developmental Disability, linking clients to appropriate services
- Working with students in local colleges to support them during crisis and assist them with services to achieve academic and personal success.
- A website for the local community that publishes Ulster County services provided by the many, various stakeholders in Ulster County in partnership with Ulster County Department of Mental Health

The MHA is one of 340 chapters affiliated with the National Mental Health America Association and the Mental Health Association of New York State.

MHA's annual budget is \$6 million with a staff of 50+. MHA receives the majority of its funding from Ulster County Department of Mental Health. Additional funding comes directly from the State Office of Mental Health, as well as the Housing Department. The new CEO plans to grow the organization over the next 3 years. For more information, visit www.mhainulster.com.

The Position

The Director of Human Resources reports to the Chief Executive Officer (CEO) and works to ensure that all aspects of the day-to-day operations of Human Resources are implemented accurately and efficiently. Day-to-day operations include Recruitment, Payroll, Benefits, Safety and Staff Development. The Director is responsible for setting, enforcing and evaluating legally compliant human resources policies, procedures and best practices. Currently, 3 positions report to the Director of HR: Benefits Manager, Recruiter and Generalist.

Key Responsibilities

The Director of Human Resources is a member of the senior leadership team of MHA. Primary responsibilities include:

- Oversee all aspects of the day-to-day operations of Human Resources, ensuring that all aspects of Recruitment, Payroll & Benefits, Safety and Training are implemented precisely.
- Oversee and implement the Personnel Policies and Code of Conduct Policy.
- Participate with the CEO in leading change management across the organization.
- Lead the Human Resource Department in an efficient and effective manner; implementing efficient and effective practices across the department and agency.
- Advance the electronic processes and procedures of the HR Department.
- Responsible for overseeing and leading: employee orientation, tracking and monitoring of staff trainings and performance evaluations, maintenance of all personnel and payroll records, unemployment, worker's compensation, updating of job descriptions and EEO and Affirmative Action Reporting.
- Annual review to ensure compliance with employment, benefits, insurance, safety and other laws, regulations and requirements.
- Proactively lead Human Resource practices ensuring flexibility and fairness across the organization; suggesting and leading changes when needed.
- Liaison with legal counsel.
- Ensure a culturally diverse, inclusive department and organization.
- Provide guidance and leadership to the Human Resources team, assist with resolution of human resource issues, compensation and benefits questions, concerns and issues.
- Identify and lead best practices in the Human Resources functions across the organization.
- Maintain knowledge of laws, regulations, benefits, and best practices in employment law, human resources, and talent management.
- Participate in professional development and networking conferences and events.

Experience and Attributes

Ideal candidates for this position must have a passion for our mission and a desire to develop and deliver a comprehensive Human Resources strategy that integrates and closely aligns with our mission and values. We are looking for a change agent who will support our future growth internally and externally. The ideal candidate will bring a variety of experiences and attributes to the organization, including:

- Strong knowledge and understanding of the principles and best practices of human resources administration.
- Ability to operate at both the strategic vision-setting level and the tactical execution level.
- Solution-oriented, innovative and proven ability to problem solve complex HR challenges with limited resources.
- Recruitment knowledge and expertise with a track record of developing and sustaining a diverse employee base.
- Excellent verbal and written communications skills with the ability to communicate effectively with audiences ranging from entry-level staff to executives.

- Excellent interpersonal and conflict resolution skills.
- Works well under pressure and adapts to changing situations and priorities.
- Ability to handle confidential matters with discretion.
- A deeply principled person of integrity and strong ethical values who listens, is accessible, engaging with the ability to make people feel comfortable in his/her presence.
- Strong computer proficiency and experience with HR management or information systems software and technology.
- Experience with change management and organizational culture shift helpful.
- At least 5 years' experience in a Human Resources leadership position.
- Bachelor's Degree required or 5 years' relevant work experience including 2 years' supervisory experience.
- Has or willing to acquire a Human Resources Certification.

Salary for this position is commensurate with experience in the \$80,000 range. MHA offers an excellent and highly competitive benefits package.

Application Process

To apply, email resume, cover letter and salary requirements to: HRSearch@mhainulster.com. Resumes without cover letters will not be considered. For all other inquiries, please contact our search consultant, Catrese Brown at catresebrown@gmail.com

As an equal opportunity and affirmative action employer, MHA certifies and agrees that it will not discriminate against any employee or applicant for employment because of race (including traits typically associated with race), color, creed/religion, national origin, citizenship, disability, pregnancy-related condition, genetic information, predisposition or carrier status, military or veteran status, marital status, familial status, the status of being a victim of domestic violence, gender, sexual orientation, gender identity, the status of being transgender, age, known relationship or association with any member of a protected class, and any other classification protected by applicable law.