



Title of Position: Human Resources Manager

Organizational Summary: The Children's Place is Kansas City's specialized trauma treatment agency, partnering with children from birth to eight years old and those in their lives as they heal from life's deepest hurts. For more than 40 years, The Children's Place has been a leader in the children's mental health field both locally and nationally.

The Children's Place recently moved into a state-of-the-art building that was custom built for our programs and mission. This move was years in the making and has ushered in a new era of growth as we are now able to serve more children and families than ever before.

The Children's Place is looking for an HR Manager to support our staff of 46 employees. Our programs and services work to equip children and families with the coping skills needed to transcend the hardships of their past and to thrive within their everyday lives. If you are ready for a job where you can help make a difference in the lives of children, enjoy a fun work culture that is flexible and accepting of all people, then this might be the place for you!

Organizational Culture: We offer flexible working arrangements and emphasize the importance of employees caring for their own mental health. We work hard but also value play, with lively staff birthday celebrations, an annual appetizer cookoff around the Super Bowl and other staff events throughout the year. Most importantly, our team is unified around a passion for helping children heal from their hurts and thrive.

Reporting Structure: Reports to Vice President of Operations

Essential Responsibilities: Responsible for executing the agency's human resource processes and functions, including but not limited to: benefit administration, policy implementation, employee relations, performance management, management training, recruiting, onboarding, promoting employee culture, employment law compliance, payroll support and leading our diversity, equity and inclusion efforts.

Responsibilities include, but are not limited to:

Staff Culture:

- Coordinate annual staff satisfaction survey.
- Participate in the Diversity, Equity and Inclusion Committee.
- Coordinate annual United Way campaign.
- Actively participate in staff development activities; recommend activities that contribute to growth and development of agency.

Staff Acquisition:

- Coordinate staff recruitment, including job postings, applicant screenings, interview schedules and reference checks.
- Extend written job offers, maintain records documenting hiring decisions.
- Prepare and disseminate new-hire paperwork, conduct new-hire orientation.
- Administer the performance appraisal program.
- Communicate personnel policies and procedures to supervisors and staff.
- Maintain up-to-date job descriptions for all employee positions.
- Assist with employee termination process and conduct exit interviews.

Staff Relations:

- Handle employee relations, provide coaching, counseling, and guidance to managers.

- Manage disciplinary and employee grievance processes; bridge management and employee concerns by impartially investigating employee issues and concerns.
- Organize management training on a variety of human resources-related topics.
- Coordinate staff credentialing process.
- Complete verification of employment for current and former employees.

Staff Oversight:

- Assure up-to-date employee records by processing changes in employee information and payroll withholdings in a timely fashion.
- Maintain personnel files in compliance with applicable legal requirements.
- Administer various employee benefits programs including but not limited to group health, dental, life, accident and disability (STD/LTD), flex spending, EAP and 401(k) benefits.
- Coordinate annual enrollment process: distribute open enrollment materials and update employee records as needed.
- Coordinate workers' compensation claims.
- Assist in providing payroll support and entry.
- Filing and document upkeep.

Skills, Experience and Education:

- Demonstrated track record of accuracy, quality, timeliness, dependability and reliability
- Interpersonal and communication style that is conducive to executing a multidisciplinary team approach.
- Demonstrated ability to maintain confidentiality regarding records, clients and sensitive data.
- Proficient skills in Outlook, Word, and Excel. Experience with ADP preferred.
- Ability to interact in a welcoming, friendly and professional manner with both adult and child clients.
- Ability to communicate directly and effectively with others, demonstrating knowledge and respect of cultural norms and communication styles.
- Strong ability to recognize and manage personal emotions/stress and maintain healthy and professional boundaries.
- A "can do" attitude, ready to jump in wherever assistance is needed.

Certification(s)/ Degree Required:

Bachelor's Degree required as well as a minimum of two years of management experience in Human Resources.

Working Conditions:

- Possible exposure to childhood illness, flu and COVID vaccine highly recommended.
- Exposure to sensitive client subject matter.
- Exposure to vicarious trauma.

Benefits:

- This position starts with 4 weeks of annual vacation, and 2.5 weeks of sick time
- Employee health insurance provided with cost to employee only \$160 per month, option to add spouse and/or dependents as well as vision or dental.
- Flexible Spending Account (FSA).
- Life insurance, short and long term disability paid by employer.

- Matching 401K retirement plan.
- Employee Assistance Program.
- Continuing Education stipend.

To apply for this position, please send resume and cover letter with salary requirement to:
FisherL@childrensplacekc.org

No phone calls please.

The Children's Place is an equal opportunity employer that makes employment decisions regarding gender identity, sexual orientation, age, national origin, disability, veteran or other status protected by law.

Job Type: Full Time