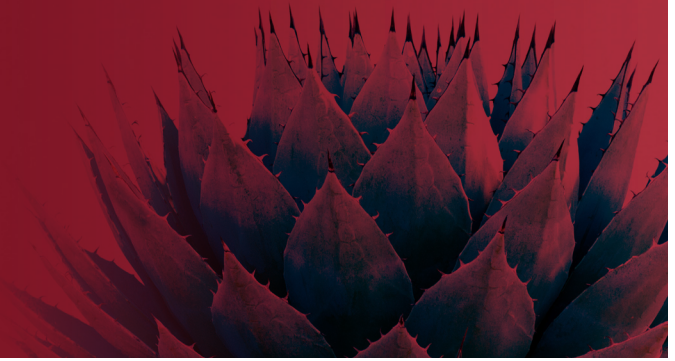


HR Manager

**FULL-TIME
ALBUQUERQUE, NM
SALARY: \$60,000 – \$75,000-MID**



DEPARTMENT/GROUP
Administrative

REPORTS TO
Compliance Director

POSTING END DATE
11/30/2024

Submit cover letter and resume to
centrosavilajobs@centrosavila.com

POSITION OVERVIEW

We are seeking an experienced and motivated HR Manager to join our dynamic team. This role is pivotal in supporting the Compliance Director to implement and develop our HR department's functions. The ideal candidate will be a collaborative bi-lingual leader with cultural humility who provides exceptional wisdom, guidance and leadership in shaping our organizational culture and seamlessly advances equity, inclusion, and belonging in all facets of our human resources. The ideal candidate will have a strong background in HR, particularly within behavioral health and nonprofit sectors, and demonstrate a proactive attitude towards learning and adopting new processes. The HR Manager is responsible for leading daily HR functions, ensuring that human resource support for staff runs smoothly and efficiently, and that proper HR systems are in place to support a busy, growing team of healthcare professionals. This role is the primary point person for Centro Savila staff and vendors for all HR operations matters, benefits, performance review implementation, insurance/licensing, background checks, employee on-boarding and off-boarding, recruitment and hiring, and other HR tasks. The HR manager contributes to the development and implementation of new HR processes and projects in collaboration with the Compliance Director and the Executive Director. The HR manager must be comfortable managing shifting priorities to completion even when the path is not self-evident. The individual must also possess the capacity to manage all forms of communications with accuracy, discretion, and diplomacy in a timely and responsive manner. The ideal candidate has a customer service orientation and is a self-starter, who is always thinking about how to improve processes, systems, and work environment for staff. Previous supervision experience and management of non-profit operations preferred.

RESPONSIBILITIES

Recruitment and Staffing

- Develop and implement recruitment strategies to attract and retain qualified personnel.
- Manage the hiring process, including job postings, scheduled interviews, background checks, and onboarding.
- Collaborate with department leads to identify staffing needs and ensure alignment with organizational goals.



centrosavila.org
1317 Isleta Blvd SW
Albuquerque, NM 87105
505.312.7296

Employee Relations and Performance Management

- Promote positive employee relations and foster an inclusive workplace culture.
- Provide support and guidance to employees and managers regarding HR issues, including conflict resolution and disciplinary actions.
- Implement the performance evaluation process and support professional development initiatives.

Compensation and Benefits

- Administer and manage employee benefits programs, including health insurance, retirement plans, and leave policies.
- Annually review compensation practices to ensure they remain competitive, fair, and aligned with the nonprofit's budget and mission.

Compliance and HR Policies

- Ensure the organization complies with local, state, and federal employment laws and regulations.
- Regularly review and update HR policies, ensuring alignment with organizational values and legal requirements.
- Maintain and manage employee records to meet auditing requirements, while ensuring confidentiality and data protection are upheld.

Training and Development

- Work with the leadership team to develop and implement training programs that support employee growth and improve organizational effectiveness.
- Identify organizational training needs and partner with external consultants, if necessary, to deliver customized programs.

Organizational Culture and Strategy

- Lead the Aloe Wellness Committee to actively shape and maintain a positive, mission-driven organizational culture.
- Support leadership in strategic HR planning, workforce development, and succession planning.
- Lead diversity, equity, and inclusion (DEI) initiatives to enhance the organization's commitment to these values.
- Additional duties may be assigned as the organization grows and new needs arise.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Minimum of 2 years of HR management experience, preferably in behavioral health and/or nonprofit sectors.
- Strong knowledge of employment laws and HR best practices.
- Proven ability to implement and manage HR policies and procedures.
- Excellent communication and interpersonal skills.
- Demonstrated commitment to continuous learning and professional development.
- Strong organizational skills and attention to detail.
- Attention to detail and problem-solving skills and strong organizational and planning skills.

PREFERRED QUALIFICATIONS

- Non-profit or healthcare administration experience preferred
- Bilingual (Spanish/English) preferred.

BENEFITS

This is a benefits eligible position. Centro Sávila provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance.

- 100% of health, dental, vision, and life insurance plans for full-time employees.
- 34 paid holidays, including a paid week for Spring and Winter breaks, plus accrued paid time off.

The benefits package will be reviewed annually and may be adjusted to align with the evolving needs of both employees and the organization. Additionally, the number of paid days off for holidays can vary from year to year.

Centro Sávila is an equal opportunity employer that values and celebrates diversity, committed to fostering an inclusive environment for all employees, team members, and clients from diverse backgrounds. As a progressive organization, we expect applicants to actively contribute to a collaborative, inclusive, and culturally diverse workplace. Our team consists of highly dedicated and motivated individuals working toward transformative change in our communities. We welcome anyone who shares our passion for social justice and inclusivity to join our team and help drive meaningful impact for the diverse populations we serve.

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