



Title: Human Resources Manager (Full-time)

Reports to: Director of Finance

Job Purpose: To lead VFOR in attracting and selecting candidates, hiring and promotions, learning and development, compensation and benefits management, and information sharing.

Position Summary:

Reporting to the Director of Finance, the Human Resources (HR) Manager will be responsible for overseeing all employee-related functions, including recruitment, onboarding, training, employee relations, performance management, and compliance with employment laws and regulations. This position will work closely with leadership to develop and implement HR policies and procedures that promote a positive organizational culture and support the well-being of our house members and staff. Additionally, this position will collaborate with other departments to foster a supportive, vibrant, and inclusive work environment conducive to sustainability and growth for all VFOR employees, board members, and community partners.

Key Duties & Responsibilities:

1. Recruitment and Staffing:
 - Develop and implement recruitment strategies to attract qualified candidates for various positions within the organization.
 - Create and maintain an organizational chart, job descriptions, and staffing schedules.
 - Partner with VFOR's leadership in the hiring process, including advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting reference and background checks, and drafting offer letters.
2. Onboarding and Training:
 - Design, implement, and execute an onboarding process for new hires, ensuring they receive necessary training and resources to perform their roles effectively.
 - Develop and deliver initial and ongoing training programs on topics such as recovery support principles, trauma-informed care, ethical standards for staff members, and more.
3. Employee Relations:
 - Serve as a point of contact for employee concerns, providing guidance and support to resolve conflicts and address grievances in a timely and equitable manner.
 - Foster a positive work environment by promoting open communication, trust, and respect among staff members.
4. Performance Management:
 - Implement performance management processes, including goal setting, performance evaluations, and development plans, to support employee growth and productivity.
 - Provide coaching and feedback to staff members to help them succeed in their roles and contribute to the organization's mission.
5. Compliance and Policy Development:
 - Ensure the employee handbook is up-to-date and VFOR is in compliance with federal, state, and local employment laws and regulations, as well as industry standards and best practices.
 - Develop and maintain HR policies and procedures that reflect VFOR's values and support its commitment to diversity, equity, inclusion, and belonging.
6. Benefits Administration and Payroll Processing:
 - Process payroll ensuring all employees are paid accurately.
 - Administer employee benefits programs, including health insurance and leave policies, in collaboration with relevant service providers.
 - Educate staff members about available benefits and assist them with enrollment and inquiries.



7. Recordkeeping and Reporting:

- Maintain accurate and confidential HR records, including personnel files, attendance records, and compliance documentation.
- Create and maintain the employee handbook and organizational policies and procedures.
- Generate reports and analyze HR metrics to identify trends, assess the effectiveness of HR initiatives, and support data-driven decision-making.

8. Collaboration and Networking:

- Partner with VFOR's staff and board to fully understand programs and foster learning and professional development opportunities to support staff and organizational success.
- Participate in professional development opportunities and engage with local and regional networks to stay informed about best practices and emerging trends in HR management and recovery services.

9. Additional Responsibilities:

- This position may entail additional duties as needed to support the evolving needs and mission of the organization.

Essential Education, Experience and Skills:

- Personal experience with recovery from substance use disorder preferred.
- Must support Vermont Foundation of Recovery's mission and have a passion for recovery housing.
- Strong interpersonal and writing skills with a focus on customer service.
- Have knowledge and experience in human resources best practices, particularly attracting and retaining talent, benefits administration, staff and organization evaluation, professional development, and culture health.
- Possess the leadership skills to work with and motivate staff, board members, and volunteers.
- Have the desire to build internal and external relationships.
- Be a "self-starter" and goal-driven.
- Be organized, detail-oriented, and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Strong technical, computer and software skills; Experience with HR technology platforms a plus.
- 3 or more years of experience in Human Resources, preferably for a non-profit organization.
- 1 or more years of payroll experience, including employee benefit management.
- Experience generating and fostering an enthusiastic work culture across all departments.