**Mental Health Association of Nebraska Human Resource Director - Job Announcement–Full-time**

May 25, 2021

**Draft announcement:**

MHA-NE, Mental Health Association of Nebraska, is a completely peer operated, participant driven organization that provides a variety of different programs available to individuals with mental health and/or substance use and addiction issues. We exist to promote wellness and recovery. If you’re ready to make a difference through the delivery of exceptional human resource services this may be the perfect position for you.

We are looking for a full-time Human Resource Director. The ideal candidate will be self-motivated and competent in developing and implementing a broad scope of human resource functions and contributing to a positive work environment for all MHA-NE employees through consistent, pro-active employee interaction including organization orientation, and planning, directing and coordinating all human resource management functions. The Human Resource Director will be a part of a leadership team dedicated to supporting staff in the delivery of relevant services.Top of FormBottom of Form

**You’ll be responsible for (but not limited to):**  
*Employee Resource*

* Serve as a go-to for employees to discuss all aspects of employment at MHA -NE including workplace policies, pay and benefits, professional development, future goals, resources needed to effectively perform job duties and understanding of all aspects of MHA-NE operations and work.

*Recruiting, Hiring, & Retention*

* Manage the job definition and hiring process: position requisition, non-exempt/exempt status, pay range, job description, minimum experience and education requirements, minimum skills/knowledge requirements, and preferred requirements.
* Develop and implement the employee orientation and exit process.

*Employment Practices*

* Responsible for compliance with Federal and State legislation pertaining to all personnel matters and ensure knowledge of employment trends and legislation to ensure compliance.
* Investigate problems such as: working conditions, disciplinary actions, and complaints. Provide problem resolution guidance and recommendations to employees and management.

*Staff Review and Development*

* Consult with leadership team on performance management processes, hiring, promotion, termination, disciplinary, and commendatory actions regarding personnel and recommend, develop, evaluate, and participate in staff development and training.
* Monitor and maintain staff certifications and accreditation record requirements to ensure timely compliance with CARF and other accreditation and certification agencies. Provide support for record-keeping and other duties required for maintaining national accreditation for the organization (CARF).

*Compensation and Benefits*

* Develop and maintain a compensation program through evaluation of pay ranges and annual salary surveys and implement approved compensation plans including pay ranges, merit increases, other increases and bonus payments
* Coordinate benefit renewals facilitate benefit plan review and approvals, and open enrollment processes to maintain competitive, cost effective programs.

*Other Duties*

* Process and maintain all time-off and leave of absence requests, disability paperwork and FMLA records.
* Coordinate/oversee health and safety practices in support of the health and safety coordinator and/or committee.

*Qualifications* **The most qualified candidates will have:**

* Bachelor's degree and five years of Human Resources experience. Related experience may be substituted for education. Human Resources Professional Certification preferred
* Experience working in a non-profit, peer led or other professional organization that focuses on providing behavioral health services, and/or substance use and addiction issues or crisis prevention preferred.
* A proven skill set demonstrating effective communication, planning and organization, sound judgment, follow-up and control, and leadership.
* Proficient in computer skills, including Microsoft Office, and ability to learn other software programs.
* Ability to prioritize and display a sense of urgency based on objectives and deadlines.

*What we can offer you:*

* A challenging work environment with a purpose-driven culture
* Competitive pay and benefits:
  + Traditional and high deductible health plans with MHA paying 75% of the employee premium and 25% of the dependent premium
  + Voluntary dental and vision
  + Section 125 pre-tax premium plan and flexible spending accounts (FSA), a dependent care FSA, a Health Savings Account (HSA) for those in the high deductible health plan,
  + Paid time off and eight holidays and four floating holidays
  + Retirement plan with up to a 3% matching contribution.
* Ability to work 40 hours per week in a flexible work environment

We appreciate you reviewing this opportunity with MHA-NE, and we look forward to receiving your resume! To apply, send your cover letter and resume to the attention of: Human Resources at [wimessherri@gmail.com](mailto:wimessherri@gmail.com). Applications will be accepted through June 30, 2021.

MHA-NE is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability, or veteran status.