Vice President of Human Resources

Company Description
The mission of Navos is to improve the quality of life of people vulnerable to mental illness by providing a broad continuum of trauma informed care with a focus on recovery and resilience. For over forty years, Navos has been responding to the needs of people with mental illness in Seattle / King County. Our services are targeted to those who live at or near poverty, often as a result of their mental illness. Navos is recognized as a leader for its efforts to transform services into care focused on recovery and wellness, and on the strengths of individuals with mental illness. We believe that all our clients can lead meaningful lives and successfully manage their mental illness.

Job Summary
Under the supervision of the Chief Operating Officer, organizes, supervises and carries out all aspects of Navos Human Resources administration including compliance with applicable regulations, maintenance and observance of personnel policies and Quality Improvement. Provides consultation to agency leadership and supervisory staff on all HR transactions. Assists in informing the budget process regarding HR matters and participates in labor union negotiations. Acts as Chairperson for the Human Resources Committee and participates as a member of the Outpatient Oversight Team and Labor-Management Committee. Functions externally in such HR related activities that further the concerns and interests of Navos. Presents and interprets HR matters and policy to the Board of Directors.

Functions and Responsibilities
1. Develop, maintain and assure compliance with appropriate policies and programs for effective management of the people resources of the corporation. Included in this area but not limited only to the following would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.

2. Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance.

3. Participate in the development of the corporation's plans and programs as a strategic partner but particularly from the perspective of the impact on people, and translate those plans into HR strategic and operational plans.

4. Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of the people resources of the corporation.

5. Develop staffing strategies and implementation plans and programs to identify talent within and outside the corporation for positions of responsibility. Identify appropriate and effective external sources for candidates for all levels within the company.

6. Develop and/or improve programs to allow the corporation to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
7. Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues.

8. Enhance and/or develop, implement and enforce human resources policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation. In particular, manage the human resource information systems database and necessary reports for critical analyses of the HR function and the people resources of the corporation.

9. Inform the budget process regarding all HR matters including, but not limited to, salaries and wages, benefits, training and other employee programs, and manage the budget and other financial measures of the Human Resources Department.

10. Supervise the Training Specialist and oversee the training program for the organization and consortium members. Assess the training needs of the staff and prioritize the training resources accordingly.

11. Monitor and develop progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance and to provide programs which utilize an employee and company partnership for the short and long-range health and welfare protection of the employees.

12. Ensure that all employee complaints are investigated, employees receive HR consultation regarding HR concerns and proper recordkeeping is maintained as appropriate.

13. Evaluation of the human resource division structure, team plan, and performance for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals, in accordance with agency’s Quality Improvement plan.

14. Assure that the Chief Operating Officer and agency management is adequately informed regarding all personnel activities. Consult regularly with the Chief Operating Officer and other management staff as needed.

15. Act as Chairperson to the agency-wide Human Resources Committee.

16. Provide leadership to the Labor-Management Committee including assuring compliance with the SEIU contract and participating in labor negotiations.

17. Act as a member of the Outpatient Oversight Team and provides leadership to the Outpatient programs’ Staff Representatives.

18. Engagement Model committee member

19. Maintain and incorporate knowledge from all relevant local, Washington and Federal employment laws into practice and ensures organization-wide compliance.

20. Follow organization infection control policies and procedures. At risk for exposure to blood borne pathogens.

21. Other duties as assigned.
Supervisory Responsibility

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

Position Requirements

1. Minimum of Bachelor’s Degree, Masters Degree preferred, and 10-15 years of experience in Human Resources, preferably in a Community Mental Health Center, or equivalent combination of education and experience.
2. Minimum of 5 years HR supervisory experience.
3. Professional HR Certification preferred.
4. Demonstrated competence in Microsoft Office suite; HRIS.
6. Experience working with a bargaining unit.

Competencies

- Human Resources Capacity.
- Communication Proficiency.
- Work well with Others
- Ethical Conduct.
- Business Acumen.
- Strategic Thinking,
- Leadership.
- Technical Capacity.
- Problem Solving/Analysis, especially under pressure.
- Personal Effectiveness/Credibility.
- Presentation Skills.
- Diversity and Inclusion.

To learn more about us, please visit our website at www.navos.org!

If you possess the experience and competencies required for the job, please send a copy of your resume to hr4@archbright.com

EOE