

Senior Manager Human Resources

Maternal and Family Health Services Inc. is looking for a Senior Manager of Human Resources. MFHS, is a non-profit health and social service provider, connecting our communities to better health in 16 counties of Northeastern Pennsylvania.

This position serves as a business partner and consultant to MFHS Leadership on all Human Resource related issues and also addressing and anticipating Human Resources needs of our 200 employees while assuring compliance with federal, state and local employment regulations.

ESSENTIAL FUNCTIONS:

Revises human resources programs, policies and procedures in accordance with personnel law and in conjunction with the Board, Human Resources Committee and through the direction of the Executive Team.

Facilitates communication among employees and management by providing guidance to managers and employees in problem solving, dispute resolution and team building.

Assists management with the administration of the performance review process and the agency wage and salary program.

Provides assistance with and/or advice on all aspects of the recruitment and selection process.

Supervises HR Generalist and manages the relationship with our 3rd party Benefit Administrator.

Oversees and Facilitates leadership training and parts of new hire orientation.

Investigates causes of employee disputes and grievances and recommends corrective action.

Promote and contribute to organizational and programmatic goals.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

Bachelor's degree in Human Resources Management or related field.

SPHR/PHR or SHRM Certification required.

Minimum of five years' experience of multiple human resource disciplines.

Excellent customer service and communication skills.

Demonstrates the highest level of integrity and confidentiality.

MFHS offers an excellent benefit package including medical, dental and vision coverage, life insurance, 401(k) retirement plan, and generous paid time off program. Please visit <https://www.mfhs.org> for more information.

Refer your friends or apply online by [CLICKING HERE](#)

For a full list of current openings check out our careers page:
<https://www.mfhs.org/about-us/job-opportunities/>

MFHS is an ADA and EEO employer. Persons representing all aspects of diversity are encouraged to apply.