



Department	Shared Services
Job Title	Director of Human Resources
Reports to	Chief Operating Officer

Job Summary:

The Director of Human Resources is an experienced HR professional that will carry out and oversee HR initiatives while providing advice and counsel to the leadership team on talent and culture. This leader will be responsible for developing strategies and providing advice on all related HR subjects. The Director of HR will help foster a positive, high-performance work environment that is built on a culture of trust, respect and accountability that supports OCCH's goals.

Essential Job Functions:

- Lead and oversee a team of 1 to support general HR operations, employment law, and all employment-related compliance matters, processes, and policies
- Lead and manage the Talent Life Cycle:
 - Talent acquisition and management
 - Employee orientation and onboarding
 - Learning and development
 - Succession planning and performance management
- Support employee engagement and satisfaction
- Oversee employee benefits and employee health & wellness programs
- Develop and support compensation planning
- Foster a diverse, equitable and inclusive culture that supports the OCCH mission
- Partner with department leaders on job and org design/descriptions
- Leads through change while promoting positive culture

Education/Certifications:

- A bachelor's degree in a relevant area of study or equivalent work experience
- PHR, SPHR or SHRM Certification a plus

Work Experience:

- 8+ years of experience in progressive HR leadership roles
- Proven track record of building policies and processes to support company core values
- Strong comprehension in employment law and employee benefits
- Experience motivating a highly qualified and professional staff
- Experience and success in implementing external best practices
- Leads and learns with the lens of curiosity



Knowledge, Skills/Qualities & Abilities:

HR Practitioner- Well rounded HR experience and a leader that understands the impact on all people operations and activities

Effective Communication-

Ability to think strategically and communicate the vision and values across all levels

Ability to give direct feedback

Excellent listener and effective writer

Thought partner-High degree of emotional intelligence

Empathetic- Ability to garner trust while coaching and mentoring at various levels of the organization

High Integrity-Strong sense of ethics and are fully invested in always doing the right thing

Objective-Can navigate change and has strong conflict management skills

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