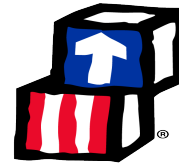




**Kids Are First, Inc.**  
400 West Peña Street/ PO BOX 1378  
Carrizo Springs, TX. 78834  
Ph. 830 876-9265/Fax 830 876-9285



## **JOB POSTING**

**Position:** Human Resources Manager

**County:** Dimmit

**Date Open:** 06/28/2024

**Date Closed:** Until it is filled.

Kids Are First, Inc. is currently seeking a qualified candidate to fill the position of Human Resources Manager. The role involves overseeing personnel administration and employee relations to ensure adherence to our mission, Head Start performance standards, federal and state laws, and labor contract agreements.

This position will be responsible for the following duties:

- Oversee/direct work of the benefits, recruiting Human Resource Department.
- Facilitate with the Assistant Director of Head Start/Early Head Start
- Direct Employee Investigations and Performance Improvement Plans
- Manage Department budget and respond to various duties as the CEO/Program Director assigns.

### **EDUCATION AND EXPERIENCE**

- A minimum of a bachelor's degree in business management/human resources or a related degree, as well as a PHR/SHRM certification, is strongly desired.
- A minimum of five years of Human Resources/Personnel work experience, including supervision of support staff, preferably in a non-profit setting, including labor relations and negotiation experience.
- Strong knowledge of Federal and State Labor Laws.
- Advanced computer skills, HR database, spreadsheets, internet and e-mail.

If applicable, federal, state, or local Head Start of childcare regulations, now or as amended in the future.

Bilingual preferred (English/Spanish) or English and other languages in the local area).

**APPLY AT:** Download the application form from our website at [www.kafhs.org](http://www.kafhs.org) and submit it along with your credentials/degrees to the Human Resources Department via email at [humanresources@kafhs.org](mailto:humanresources@kafhs.org) or in person at any KAF center or the main office located at 400 West Pena St, Carrizo Springs.

**PLEASE NOTE:** Interested applicants in this position must submit their application, resume, and educational requirements by the deadline.

**KIDS ARE FIRST INC is an EQUAL OPPORTUNITY EMPLOYER**

# Human Resources Manager

## Position Purpose

To apply agency wide professional expertise in Human Resources in order to provide personnel administration and employee relations, compliance with Head Start performance standards, Federal and State law, and labor contract agreements. Provides management/ staff consultation, training and administration in area of expertise, hiring, recruitment, staff/ volunteer records and policy/procedure administration.

## Essential Job Responsibilities – Performance Indicators

- Oversee/direct work of the benefits, recruiting Human Resource Department.
- Facilitate with Assistant Director of Head Start/Early Head Start
- Direct Employee Investigations and Performance Improvement Plans
- Provide support to Managers and Supervisors as needed
- Develop and edit job descriptions
- Prep work for Federal Review
- Update Agency website as needed
- Oversee implementation of Frontline Management Systems
- Participate as needed in Executive Board, Policy Council and Executive Team meetings
- Schedule weekly meetings with -
- Manage Department budget and respond to various duties as assigned by CEO/Program Director

# Minor Job Responsibilities

## Meetings & Training

1. Attend meetings, trainings, committees and professional development activities as appropriate.
2. Perform other duties as requested.

**All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.**

## Minimum Qualifications

- Minimum of a Bachelor's Degree in Business Management/Human Resources or related degree, and PHR/SHRM Certification strongly desired.
- Minimum of five years Human Resources/Personnel work experience, including supervision of support staff. Preferably in a non-profit and including labor relations and negotiations experience.
- Strong knowledge of Federal and State Labor Laws
- Advanced computer skills, HR database, spreadsheets, internet and e-mail.
- Strong presentation and training skills.
- Current enrollment in Child Care Division-Central Background Registry.

## Knowledge, Skills and Abilities:

- Sustained concentration and ability to handle multiple tasks often simultaneously.
- Excellent verbal and written communication skills, with ability to write and articulate clearly/accurately complex policies and procedures.
- Significant problem-solving skills.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Ability to interpret and implement complex laws and policies.
- Ability to work independently and maintain professional boundaries and confidentiality.

- Ability to exercise tact and discretion in all employee interactions.
- Frequent sitting for long periods using computer keyboard, telephone and other office machines.
- Strong organization and time management skills, ability to meet tight deadlines.
- Regular standing to file documents, make copies, faxing etc.
- High level of efficiency, accuracy and attention to detail.
- Occasional lifting up to 25 pounds, stooping, bending standing and reaching.

## Position information

- 52 weeks
- 40 hours weekly
- Exempt/Non Bargaining Unit
- Supervised by CEO/Program Director