



700 E. Muhammad Ali Blvd.
Louisville, KY 40202
www.stjohncenter.org

Title: Human Resources Manager
Reports to: Executive Director
Type: Part-time (3 days a week) / Exempt

Description:

Responsible for keeping the agency compliant with employment regulations, guiding the development and revision of policies and procedures, and managing pay and benefits.

Responsibilities:

- Implement HR strategies and initiatives aligned with the overall agency strategies
- Support current and future business needs through the development, engagement, motivation, and preservation of staff
- Bridge management and employee relations by addressing demands, grievances or other issues
- Oversee CARF compliance, documentation, and reporting
- Lead recruitment, onboarding, employee retention, and termination processes
- Ensure legal compliance throughout human resource management to mitigate risk
- Assess training needs and monitor training programs
- Report to management and provide decision support through HR metrics
- Assist with design, maintenance, and troubleshooting HR's information systems including staff portal
- Ongoing training and interaction with other HR professionals to stay on top of trends
- Educate staff regarding safe work practices and work in tandem with managers and senior leadership to ensure appropriate safety precautions are followed

Physical Requirements and Cognitive Skills:

- Sitting for long periods of time, bending, light lifting, walking, climbing stairs
- Typing and using a computer for long periods of time
- Ability to manage multiple tasks on a timely basis and communicate progress to supervisor
- Ability to maintain confidentiality
- Ability to respond to requests associated with responsibilities and research new or unique situations
- Problem solving at various levels

Minimum Qualifications:

- College degree
- A minimum of 2 years of experience in a professional-level HR position
- Intermediate computer literacy including word processing, Excel, Google suite
- People oriented and results driven
- Effective communication, listening, and organizational skills

St. John Center helps homeless men address barriers to self-sufficiency and housing so that they may leave homelessness for good. By providing daytime shelter, social services, supportive housing, and serving as a hub with partner agencies, St. John Center is where homeless men **seek help, find hope, and move home.**

Homelessness ends here.



Preferred Qualifications:

- Experience with ADP
- HR certification

To apply, send resume and cover letter to hr@stjohncenter.org, or at 700 E. Muhammad Ali Blvd., Louisville, KY 40202. Contact is Rae Martin, Executive Director.

Salary range:

\$22.00 - \$25.00 per hour

Benefits:

Paid time off for vacation, sick, holidays, and other

Part-time, 3 days per week, 7.25 hours per day

IRA match (up to 3%)