



Family Building Blocks

HR DIRECTOR

Contact htorres@familybuildingblocks.org to apply

CLASSIFICATION: Exempt

WORK SCHEDULE: Regular, FT/40 hr/wk, M-F

DURATION: Regular

SALARY: TBD

LOCATION: Helen's Place, 180 18th St. Salem, OR 97305

CLOSING DATE: Open until filled

PRIMARY PURPOSE

As a member of the Leadership Team, is responsible for the hands-on, day-to-day operation of the Human Resources function. Offers superior and supportive customer service to employees and supervisors by thoughtfully and thoroughly answering questions and providing solutions in the administration of FBB HR policies and procedures. Champions progressive employee relations practices designed to establish a positive and productive employer-employee relationship, promotes a high level of employee morale and motivation, and maintains a supportive workplace culture characterized by teamwork and mutual respect.

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor degree or equivalent in Human Resources, Business, or Organization Development/Design.
- Five years plus, of progressive experience in Human Resources Generalist positions.
- Comprehensive working knowledge of Oregon and federal employment law, organizational planning and development, employee relations, safety, employee development, and preventive labor relations, etc.

PREFERRED EDUCATION AND EXPERIENCE

- PHR or SPHR certification preferred
- Home visitation experience using evidence-based/home visitation curriculum
- Bilingual English/Spanish

Employment offer is contingent upon completion of a Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives and backgrounds.