

Anchorage Children's Home

Human Resource Director

The Human Resource Director role is to continually work with and through agency staff for the particular purpose of serving, protecting, and strengthening children, families, and communities. This position is responsible for the direction, coordination and overall management of Human Resources including, but not limited to recruitment, selection, and retention of valuable employees; employee discipline; employee compensation and benefits; employee relations and communications; and compliance with federal, state, and accreditation human resource/employment regulations. This mission is accomplished within the Agency's core values: hope, caring, respect, responsibility, equality, integrity, leadership, humility, and self-discipline.

The Human Resource Director is responsible to the Executive Director. This position does not supervise anyone.

Necessary Competencies

1. Caring for children and families.
2. Commitment to the capacity of people to grow and change.
3. Respect for diversity and differences among individuals, families and communities.
4. Knowledge and understanding of federal and state employment related laws, rules, regulations, policies, and procedures.
5. Commitment to professional ethics.
6. Knowledge of effective management skills.
7. Knowledge of interviewing techniques.
8. Knowledge of methods of collecting, organizing and analyzing data.
9. Knowledge of management and supervision techniques.
10. Skill in assessing program and individual performance and assisting in the development of performance improvement plans.
11. Ability to plan, organize and coordinate work assignments.
12. Ability to communicate effectively.
13. Ability to establish and maintain effective working relationships with others.
14. Ability to use computer systems.
15. Ability to conduct training sessions, staff meetings and other meetings.
16. Ability to interact effectively with stakeholders including: families, community resources, service providers, state and federal regulators and other professionals.
17. Ability to resolve problems, handle conflict and make effective decisions under pressure.

Minimum Training and Experience

Bachelor degree in Human Resources or related field and at least two (2) years relevant experience. HRCI or SHRM certification preferred.