



OPEN POSITION: Human Resources Director (Full-time)
Hawai'i Health & Harm Reduction Center

DEPARTMENT/PROGRAM: Administration

ABOUT US: Hawai'i Health & Harm Reduction Center (HHHRC) provides harm reduction-focused services to marginalized populations in Hawai'i, including people living with and/or affected by HIV, hepatitis, substance use, homelessness, and the transgender, LGBTQ, and the Native Hawaiian communities. HHHRC bridges gaps and helps individuals access essential resources such as housing, health care, entitlements, and treatment. We foster health, wellness, and systemic change in Hawai'i and the Pacific through outreach, care services, advocacy, training, prevention, education, and capacity building.

SUMMARY OF POSITION: Permanent, full-time, exempt (1 FTE) position with Hawai'i Health & Harm Reduction Center located in Honolulu, Hawai'i. Expected hours of work are generally between 8:00 am and 4:30 pm, Monday through Friday, with the occasional schedule change to accommodate events and conferences. Salary is commensurate with experience.

The HR Director is responsible for implementing and evaluating employee programs, recommending improvements to employee relations, and ensuring that all employee-related policies align with our agency values, goals, and established regulations. The HR Director will be charged with reducing employee turnover at our agency and attracting top talent to fill open positions. The HR Director will conduct themselves in a professional manner at all times and provide staff members with a non-judgmental, safe space to openly discuss their concerns, grievances, and employment. The HR Director is expected to not exhibit any actions or utilize any language that may violate our employee handbook and that may lead to the loss of trust and comfort of the staff. This position will be part of the HHHRC Management Team and will coordinate with other HHHRC managers to fully integrate program services into the agency.

REPORTS TO: Operations Director

RESPONSIBLE TO: HHHRC, Operations Director, Executive Director

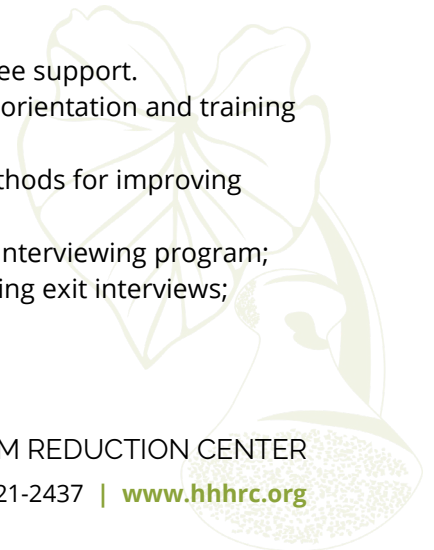
ESSENTIAL DUTIES & RESPONSIBILITIES:

Employee Relations:

- Develop programs to enhance employee relations and offer employee support.
- Prepare employees for assignments by establishing and conducting orientation and training programs.
- Develop new ways to measure employee morale and determine methods for improving overall employee satisfaction.
- Maintain organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.

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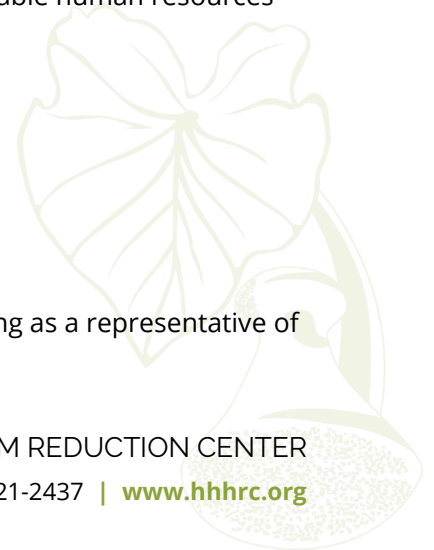
- Ensure planning, monitoring, and appraisal of employee work results by developing an employee performance appraisal system, training managers to evaluate, coach and discipline employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Maintain and coordinate employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trend, recommending benefit programs to management, processing benefit claims, obtaining and evaluating benefit contract bids, awarding benefit contracts, and designing and conducting educational programs on benefit programs.
- Deliver compensation and benefit comparison reports to the executive team and make recommendations to improve the agency's current offerings.

Compliance:

- Act as liaison between the company and outside legal and professional resources to ensure that all employment policies follow current laws and regulations.
- Maintain the work structure by ensuring job requirements and job descriptions for all positions are updated, accurate and consistent with agency needs.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, conduct investigations, maintain records, and represent the organization at hearings.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures and ensuring the preparation, updating, and distribution of the employee handbook.
- Maintain historical human resource records by designing a filing and retrieval system, keeping past and current records.
- Maintain professional and technical knowledge by attending educational workshops; review professional publications; establish personal networks; participate in professional societies.
- Become familiar with applicable Hawai'i and Federal employment related laws and regulations.
- Coordinate the hiring process of all new employees to ensure compliance with internal hiring procedures and external employment laws and standards.
- Oversee and participate in employee discipline and discharge decisions and meetings.
- Maintain personnel-related records for current and former employees in a manner that is accurate, complete, up to date, and consistent with generally acceptable human resources practice.
- Document job functions appropriately.

Other responsibilities:

- Coordinate repairs and maintenance duties in office.
- Work as a team with other staff and support team members.
- Participate in supervision.
- Participate in agency committees.
- Maintain appropriate professional and ethical standards while serving as a representative of HHHRC.





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- Comply with all policies and procedures of HHHRC Health & Safety Program and Quality Management Program.
- Comply with HHHRC confidentiality policy, HIPAA requirements, cultural competencies, and rights to persons served, as well as CARF standards.
- Perform other duties, as needed. Duties are subject to change.

MINIMUM QUALIFICATIONS:

- Demonstrated experience and ability relevant to the responsibilities of the position.
- Strong computer skills required, including Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint, etc.).
- Excellent interpersonal, written, and oral communication skills.
- Ability and willingness to perform to high standards.
- Non-judgmental attitude and the ability to respect the knowledge, actions, and feelings of others required.
- Demonstrated ability to work productively, both independently and as part of a team.
- Commitment to meeting or exceeding the goals of the organization.
- Ability to work well and thrive professionally in an atmosphere of significant diversity, working with marginalized populations.
- Willingness to work for a nonprofit organization.
- Understanding of, and agreement with, the mission of HHHRC.

PHYSICAL REQUIREMENTS:

- Long hours sitting using office equipment and computers, which can cause muscle strain.
- Essential physical activities: standing, sitting, walking, finger dexterity, seeing, hearing, speaking, reaching above, at, and below shoulder, and frequent gripping of an object.
- Occasional physical activities: stooping, bending, squatting, twisting body, and lifting.
- Occasional lifting of supplies and equipment (up to 25 pounds).

HOW TO APPLY:

Please carefully read and fully comply with the following: Applicants should send a resume, a letter explaining their interest in and qualifications for this position, an application (found on hhrc.org/employment), and the names and contact information for three relevant references. Applications may be submitted via postal mail, fax or email attachment as follows:

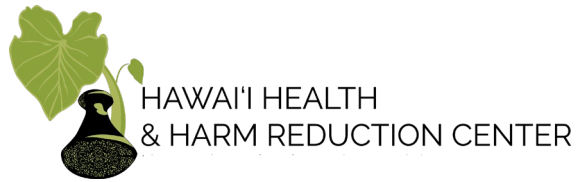
Hawai'i Health & Harm Reduction Center
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Telephone: 808-521-2473 ext. 234
Fax: 808-853-3274
Email: yishizuka@hhrc.org

Hawai'i Health and Harm Reduction Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national

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origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

REV. 01/21/2022

