



# familytapestry

## Director of Human Resources

**Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" Family Tapestry, a Division of The Children's Shelter, is looking for you! Since 1901, The Children's Shelter has provided a continuum of Trauma-Informed Care for Bexar County children with a history of prolonged abuse, abandonment and/or neglect. Family Tapestry was created in 2018 to weave together the community to transform the foster care experience in Bexar County. Our goal at Family Tapestry is to ensure each child is safe in care, achieves permanency, improves their overall wellbeing, experiences fewer moves and shorter stays in care, and increases family engagement, which leads to better outcomes, trusting relationships, and meaningful connections. It takes one person to change the life of a child. Will you be part of our tapestry to fulfill our mission?**

The Director of Human Resources provides leadership to the Human Resource department and the programs he/she supports that aligns to the mission, values and employee promise of the agency. The Director of Human Resources implements practices that will provide an employee-oriented, high-performance culture that emphasizes trauma informed care practices, safety, compliance, excellence, retention and employee engagement. The Director of Human Resources oversees the administration and maintenance of employee retention, recruitment, legal compliance, employee benefits, employee relations, employment practices and procedures, employee communications, recommends policies and department budget. The Director of Human Resources supervises the HR Generalist and HR Recruiters.

### **Responsibilities Include:**

- Ensures that all activities carried out in the name of the agency are in accordance with agency policies, Human Resource Law and Council of Accreditation (COA) procedures.
- Plays a leadership role in strengthening and maintaining the culture and practices that reflects the organization's mission, core values, and employee promise.
- Responsible for advising leadership on personnel issues or agency policies to ensure agency compliance with all federal, state and local laws related to employee benefits, compensation, employment and training.
- Responsible for coaching and supporting the leadership team in developing high performing teams, building talent bench, promoting teamwork, and driving high employee engagement.
- Remain current with changes in human resource and employment law and manage agency relationships with local and state regulatory agencies.
- Instill a human capital development and "coaching" culture within The Children's Shelter and Family Tapestry organization.
- Supports the on-going management of all recruiting, diversity & inclusion, performance management and top performer identification strategies and programs within agency.
- Oversees the agency's benefit program including medical, dental, life, disability, supplemental medical, 401 (k) plan, personal leave processing, worker's compensation, and unemployment compensation.

### **Requirements:**

- Bachelor's degree in Business Administration, Organizational Psychology or Communications; master's degree preferred.
- Proven experience as an HR Director or similar leadership position; five or more years of experience in human resource management and recruiting, SPHR Certification preferred.
- Ability to engage and communicate effectively with persons from diverse cultures and communities, including children/youth, their parents, network provider's staff, supervisors, administrators, and the legal and judicial system.
- Bilingual with English and Spanish is a plus

**Family Tapestry is a Division of The Children's Shelter - an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.**

You can apply on-line by visiting our website [www.familytapestry.org](http://www.familytapestry.org)