

Job Title	Director of Human Resources
PVN ID	HC-1708-002030
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 25, 2017 (Or Until Filled)

General Description

The Mental Health Service Corps is seeking a Director of Human Resources to oversee the entire Human Resources Department as it relates to all MHSC employees (including headquarters staff, early career clinicians, and supportive and field staff, at full speed totaling 400-500 staff members) and HR related issues including but not limited to high surge and high volume recruitment with an emphasis on diversity, management of staff in a structure which is remote and inclusive of 'field staff', and placement and management of early career clinicians deployed to health care sites all through the 5 boroughs of NYC across a multitude of systems and settings. Specific tasks will include overseeing acquisition and retention of staff, benefits management, relations amongst staff and between staff and supervisors/directors, oversight of human resources information systems, performance review, and compliance with policies and procedures. The Director will directly liaison with all stakeholders including RF-CUNY, CUNY, Hunter, MHSC-participating sites and DOHMH as it relates to all HR issues within the MHSC network. The Director of HR will report to the Executive Director.

Background: MHSC and Thrive NYC

The New York City Mental Health Service Corps (MHSC) is a key initiative of Thrive NYC: A Mental Health Roadmap for All— a comprehensive public health approach to mental health designed to promote and protect the wellbeing of all New Yorkers. The MHSC fills the too long neglected gaps in mental health and substance use services throughout NYC by creating a corps of approximately 350-400 mental health clinicians placed in high-need communities. Through best practices and a better design of care, the initiative will increase the diversity of behavioral health clinicians in the workforce and strengthen care where it is needed the most.

MHSC focuses on the recruitment, training, and support of early career social workers and licensed mental health counselors to become fully licensed behavioral health clinicians with a specific focus on incorporating evidence-based practices in primary care and behavioral health settings throughout New York City. Through a structured supervision system and task-shifting model, clinicians are able to obtain advanced licensure through the MHSC and strengthen their own capacity to be able to provide sound behavioral health services in

marginalized communities and populations. MHSC is a city-funded program housed under Hunter College, CUNY and the Research Foundation of CUNY. All MHSC staff are employees of the Research Foundation of CUNY.

Other Duties

- Liaise with all stakeholders including RF-CUNY and DOHMH to ensure timely and effective management over the Human Resources Department
- Develop and implement a talent acquisition plan to recruit and retain over 400 of the most qualified clinicians to meet the diverse linguistic and cultural needs of New York City in accordance with project timelines. Effectively recruit supervisors and other support personnel to support our program.
- Proactively identify, manage, and/or mitigate internal and external human resource issues and risks. Manage labor relations issues in accordance with RF-CUNY policy.
- Develop, enhance and maintain a manual of personnel procedures and management policies, and advise supervisors on management policies, employee morale problems, and individual personnel problems.
- Recommend and implement appropriate courses of action to remedy personnel problems.
- Maintain and enhance diversity in hiring.
- Oversee periodic review of procedures and make appropriate revisions.
- In concert with DOHMH staff and the Training Department, plan and conduct orientation of new employees and training of new employees. Communicate MHSC policies and procedures to all sites where clinicians are placed.

Qualifications

- At minimum 10 years experience in the Human Resource field with at least 3-5 years of leadership experience and/or experience supervising an HR team
- Proven experience with project management, developing work plans and collaboration with other team members
- Must have good time management skills, work well under pressure, and have the ability to multi-task
- Must be comfortable in ambiguous and rapidly evolving situations
- Excellent communication skills (interpersonal, written, oral) and strong computer skills (MS office suite, database management, etc)
- Must be detailed-oriented, flexible, creative, discrete, professional, and resourceful
- Experience in health and human services is highly desirable
- Experience in a high growth start-up environment and its associated pace is a plus
- Bachelor's Degree required.
- Master's degree in related field is preferred.