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<b>Job Title</b>	MHSC Director of Human Resources
<b>PVN ID</b>	HC-1711-002192
<b>Category</b>	Managerial and Professional
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	MHSC
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 30, 2018 (Or Until Filled)

## General Description

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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 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.

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).

This is a hands-on position requiring strong interpersonal, organizational, communication, influencing and problem-solving skills – in addition to comprehensive knowledge of HR best practices and employment-related laws. The ideal candidate is a progressive forward-thinking business partner. The Director of Human Resources will provide strategic and tactical support to deliver all HR services and programs including talent management, career development, organizational development, operations, policy development, performance management, benefits, HRIS and employee relations.

## Other Duties

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- Liaise with all stakeholders including RF-CUNY, CUNY, Hunter, MHSC-participating sites, DOHMH and MHSC leadership to ensure timely and effective management as it relates to all HR issues
- Develop and implement an overall HR strategy and processes that drive employee engagement and support short and long-term business goals
- Partner with MHSC leaders to proactively identify organizational challenges and opportunities and makes recommendations to address issues.
- Develop and implement a best-in-class talent acquisition strategy to recruit and retain over 500 of the most qualified clinicians to meet the diverse linguistic and cultural needs of New York City in accordance with project timelines.
- Oversee the company's Performance Review processes and ensure ongoing performance conversations occur.
- Provide comprehensive HR support and coaching for the employees (i.e., administrative staff, clinicians and management), including execution of employee relations and general day to day HR activities.
- 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.
- Help strategize, develop, manage, lead and promote the organizational culture.
- Maintain and enhance diversity in hiring.
- In concert with DOHMH staff and the Training Department, plan and conduct orientation and further develop training for employees.
- Ensure compliance with employment-related laws and company policies
- Manage, mentor and delegate work to direct reports. Provides leadership and coaching to encourage growth and development.

## Qualifications

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- At minimum 10 years' experience in the Human Resource field with at least 3-5 years of leadership experience and 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, work independently 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
- Master's degree in related field is preferred.

