



# Neighborhood House Association

*"A neighbor you can count on... since 1914"*



**Is Accepting Applications For The Position Of:**

**HUMAN RESOURCES  
MANAGER**

# NEIGHBORHOOD HOUSE ASSOCIATION

The Neighborhood House Association (NHA) is San Diego County's largest multi-purpose human service agency. NHA helps thousands of individuals and families improve their quality of life by providing vital social services including employment, healthcare, child, family and senior services. With over 800 employees, NHA provides the following Programs and Services:

**Head Start/Early Head Start:** Head Start is a \$72 million dollar federally-funded child development program designed to help break the cycle of poverty by providing preschool children of low-income families with a comprehensive program to meet their emotional, social, health, nutritional and psychological needs. Early Head Start focuses on children six weeks to three years of age, as well as pregnant and post-partum low-income women.

**Senior Service Center:** The Senior Service Center provides daily breakfast and lunch meals to adults 60 years of age and older, as well as a place for seniors to gather five days a week to enjoy recreational activities, enrichment classes and field trips.

**Adult Day Health Care:** An adult day treatment program that provides nursing, psychosocial nutrition services and occupational and physical therapy activities to adults 18 or older who have physical or mental health problems that affect their ability to perform activities of daily living.

**Project Enable/Friendship Clubhouse:** Services primarily focus on providing medication management and symptom reduction to adults who have, in most cases, been diagnosed with serious mental illness. The Friendship Clubhouse provides skills training, socialization, recreation, assistance with daily living, job skills training, vocational and employment services and recreational activities for Project Enable clients.

**HIV/AIDS Case Management/Transportation:** HIV/AIDS Case Management is aimed at improving the health status, quality of life and life expectancy of HIV/AIDS affected and infected clients. HIV/AIDS Transportation Services provides

transportation to low-income residents of San Diego County who are affected by HIV/AIDS.

**The CONNECTION:** Teen pregnancy prevention program that provides pro-active education to high-risk teens.

**Housing Counseling:** The Housing Counseling Program, a Housing and Urban Development (HUD) approved agency, offers comprehensive education and counseling to homeowners, renters and landlords.

**Emergency Assistance:** NHA provides short-term emergency social services for those in crisis. Services include water, gas and electricity support as well as emergency food support.

## THE DEPARTMENT OF HUMAN RESOURCES

The Human Resources Department provides a wide range of services that include:

- Recruitment and Selection
- Classification and Compensation
- Employee and Labor Relations
- Employee Benefits
- Retirement Administration
- Workers' Compensation
- Unemployment Insurance
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For Fiscal Year 2009-2010, the Department has an operating budget of approximately \$1 million and is budgeted for 10 full-time positions.

## THE POSITION

The Human Resources Manager works closely with the Vice President of Human Resources to manage the daily activities of the department. She/He will have direct responsible for the Classification and Compensation; Recruitment and Selection; and Employment Services activities of the department.

The ideal candidate will possess a professional presence, excellent business acumen, approachable and committed to creating an open and customer focused department. In addition the candidate should be an experience administrator who is a collaborative and clear

thinker, astute in resolving complex and controversial human resource issues.

- Employee Assistance Program
- Annual, Sick and Administrative Leave

## KEY RESPONSIBILITIES

- Development of initiatives which include strategic recruitment, creative compensation approaches and proactive employee relations.
- Directing the development of changes in organization, staffing and work processing.
- Providing specialized recruiting for executive level staff and hard to fill positions in various departments.
- Providing expert advice to managers and supervisors on a wide range of human resource management and equal employment opportunity issues and practices.
- Functioning as a resource to train and assist the Head Start Department with their human resources and compliance issues.

## QUALIFICATIONS

A Bachelor's Degree with casework in labor relations, public administration, human resource management, business administration, psychology, and/or closely related field; and eight (8) years of professional human resource management experience, including at least three (3) years of supervisory experience.

## COMPENSATION & BENEFITS

The salary for the Human Resources Manager is \$77,038 - \$93,964. Placement within the range is dependent upon qualifications. NHA offers a competitive benefits package including:

- Health and Welfare Plan – Medical, dental, and vision for employee and dependents
- Group Life /AD&D & Supplemental Life Insurance
- Long Term Disability & Travel Assistance
- Flexible Spending Account Program
- Retirement – 403(b) Retirement Plan

## FILING INSTRUCTIONS

Applications are being accepted until position is filled. Application and job announcement may be obtained at 5660 Copley Drive, San Diego, CA 92111; or 841 South 41<sup>st</sup>, San Diego, CA 92113; or you may refer to our website: [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

Only the most highly qualified candidates, as determined by an initial screening process, will be invited to participate in the final selection process.

Please submit statement of interest, application, salary history and resume to:

John H. Hill  
Vice President, Human Resources  
Neighborhood House Association  
5660 Copley Drive  
San Diego, CA 92117  
858-715-2642

**NOTE: Faxed documents will not be accepted.**



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