

## Queen of Peace Center

### Director of Human Resources

As a member of the Federation of Catholic Charities of St. Louis, The Mission of Queen of Peace Center is to break the cycle of substance use disorders for women, children and families through family-centered behavioral healthcare.

As demonstrated by the life of Jesus Christ, Queen of Peace Center works to build a future of peace for families.

Queen of Peace Center (QOPC) is seeking an exceptional Director of Human Resources to help realize our mission. Generally, the Director of Human Resources sits on the leadership team and serves as a consultant to management on human resource-related issues. He/she is responsible for assessing and anticipating HR-related needs, communicating those needs proactively within QOPC and the HR function, and working to develop solutions to those needs. The position formulates partnerships across the HR function (benefits, compensation, recruiting, etc.) to deliver value-added service to QOPC management and employees that reflects the organizational objectives of QOPC.

The Director of Human Resources maintains an effective level of business literacy about QOPC's financial position, its mid-range strategic plans, and its culture. Tactically, the Director of Human Resources is responsible for the development, implementation, and oversight for all QOPC HR-related activities (employment, compensation, employee benefits, training, compliance, etc.) and HR related action plans and steps needed to fulfill strategic plan goals.

#### **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Provide day-to-day performance management guidance to QOPC managers (e.g., coaching, career development, disciplinary actions).
- Work closely with QOPC management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provide HR policy guidance and interpretation, advising QOPC management and employees in the appropriate resolution of employee-related issues.
- Provide guidance on QOPC organization structuring, workforce planning and succession planning.
- Ensure administrative activity within the HR function takes place in a timely and effective manner, in compliance with QOPC/Catholic Charities/Archdiocesan guidelines (e.g., new hire, change of status, disciplinary, termination activity, unemployment and worker's compensation claim processing, annual employee survey, updating of employee handbook, etc.).

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Human Resources or a related field from an accredited college or university is required; Master's degree is preferred.

- Five years of experience in Human Resources roles - Working knowledge of multiple HR disciplines including employee relations, performance management, compensation practices, and federal and state employment laws.
- Prior work experience or familiarity with specific specializations/roles within QOPC (e.g., substance use disorders, BSW, MSW, psychiatric nurse, etc.) preferred.
- SHRM Certified Professional (SHRM-CP) credential preferred.

To apply, please submit your cover letter, resume, and salary expectations to Les Lexow, Senior Director of Human Resources for Catholic Charities of St. Louis, at [llexow@ccstl.org](mailto:llexow@ccstl.org).

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