

We are Hiring! –Human Resources Manager

If you are looking to give back and make a difference, we have an immediate opportunity for an **HR Manager** to join our statewide office in Salem. Oregon Family Support Network (OFSN), a family run organization, provides support groups, education, advocacy and peer support to families who are raising a child or several children who have mental health, behavioral health and other significant health challenges.

As the HR Manager, you will plan, manage and coordinate the administrative human resources functions of the organization including recruiting, employee relations, performance management and benefits. You will also be the key link between employees and Executive Leadership and contribute to the overall success of the organization.

Does the following describe you?

- **Approachable.** You enjoy being available to those staff with questions and have a way of helping others understand the employment laws and nuances of the workplace without being stuffy. You hold confidences, build mutual trust and are authentic in your interactions.
- **Capable.** You have solid HR experience and are not afraid to be hands on in the day to day work that keeps the department going. You also have strong computer skills and have worked extensively with Excel and various HRIS programs.
- **Connected.** You understand that good communication skills and strong relationships go a long way in making the staff and parents feel supported. You have experience in communities of color and strive for building a diverse, inclusive workplace.

This position requires:

- A minimum of a Bachelor's degree or equivalent management experience.
- HRCI or SHRM HR certification preferred.
- The ability to interact with diverse populations.
- Spanish language skills preferred.

Our organization offers:

- **Variety.** Every day offers a new opportunity to learn and influence decisions. From recruiting to handling a vast array of employee relations, you're involved in and guiding it all.
- **Support.** We have just invested in a new HRIS system, Paycom. We believe it is important that you have the tools to be successful and look forward to you helping us implement this technology.
- **Benefits.** We offer medical, dental, vision, a 401k program with a match along with paid time off. Taking care of you is important to us!

OFSN gives preference to hiring individuals who have direct experience raising a child with significant mental and behavioral health challenges. We believe this allows our staff to be well-

positioned to help our families navigate systems, empathize and understand what families go through raising children with these special needs.

If OFSN sounds like the place for you, please send your resume to jobs@ofsn.net.

Please visit our website to learn more about us and this position.