



# FOSTER & ADOPTIVE CARE COALITION

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## FOR EVERY CHILD... A PLACE TO CALL HOME

## Job Posting

Director of HR/Operations			
<b>Department:</b>	Operations	<b>Date Prepared:</b>	6/6/2022
<b>Prepared by:</b>	Chief Organizational Development Officer	<b>Reports to:</b>	Chief Operating Officer
<b>FSLA Status:</b>	Full-Time, Exempt		

### Summary of Position

With the support of the Chief Operating Officer, implement operations and human resources policies and procedures and oversee the day-to-day activities of the agency, ensuring that the organization is managed and performing efficiently and effectively.

### Essential Functions & Responsibilities

- Project-manage efforts to improve operations, as identified by the Chief Operating Officer, Management and/or Leadership Teams.
- Work with Chief Organizational Development Officer to foster a company culture of well-being and maintain the organization's values, vision, and mission.
- Supervise the Office Manager/HR Specialist.
- Manage and/or administer the agency's benefits package including health and dental insurance, FSA, workers' compensation, 401(k) plan, unemployment, etc.
- Manage the administration of personnel policies and personnel records.
- Work with supervisors and leaders to ensure performance evaluations that are timely and constructive.
- Facilitates support plans of employees to ensure maximum employee success. as needed and in accordance with company policy

**Address**  
1750 S Brentwood Blvd., Suite 210  
St. Louis, MO 63144

**Phone / Fax**  
Office: 800.FOSTER.3 (314.367.8373)  
Fax: 314.241.0715

**Website**  
[www.foster-adopt.org](http://www.foster-adopt.org)



- Manage new employee orientation.
- Conduct employee surveys, census, and other research and demographic efforts.
- Manage and/or administer the maximum utilization of the ADP platform and tools.
- With the support of the Chief Operating Officer, conduct ongoing evaluation of all operations and human resources policies and practices.
- Ensure ongoing compliance with the Council on Accreditation's requirements and project-manage accreditation renewal.
- Ensures the organization's compliance with and completes all records, reporting, and other documentation related to federal, state, and provider rules, regulations, policies, and other plan requirements.
- Manage relationships/agreements with senior management, internal departments, and external partners/vendors to maximize efficiencies.
- Ensure the work environment is adequate and safe.
- Perform other operations/human resources duties as assigned.

## **Department Specific / Non-Essential Functions**

- Other duties as assigned with or without accommodation.
- Supports the Coalition's mission – attends special events, training events, and other "all hands-on deck" activities.

## **Qualifications & Requirements**

### **Education / Experience**

- Bachelor's in business administration required with an extensive and diversified background with at least 10 years of related experience.

### **Preferred Skills / Qualifications**

- Thorough understanding of practices, theories, and policies involved in Human Resources.
- Superior verbal and written communication and interpersonal skills.
- Superior managerial and diplomacy skills.
- Extremely proficient in Microsoft Office Suite, ADP related software.
- Excellent organizational skills and attention to detail.
- Excellent analytical, decision-making, and problem-solving skills.

### **Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics**

- This position requires an understanding of diversity (ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.

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- This position requires a respect for the confidentiality of the children and families the organization serves.
- This position requires a clean criminal history.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitments to others.

## **Organizational Relationships/Scope**

- This position reports to the Chief Operations Officer Collaborative consultation will be sought from all teams.

## **Working Conditions**

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for external-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

- COVID-19 safety precautions outlined by the agency must be followed.
- This position entails work in the community and office.
- While performing the duties of this job, the employee is required to communicate effectively.
- The physical requirement of this job includes sitting, standing, walking, climbing stairs, lifting up to 25 lbs., pulling and/or pushing on occasion.
- Use of automobile for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8 AM – 5:00 PM CST.
- This position requires flexibility. Evening and weekend hours may be required to meet the expectations of this position.

## **Agency Shared Values**

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and colleagues to the following values:

- **Equity:** We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- **Family:** We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.

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- **Diversity:** We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- **Innovation & Excellence:** We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- **Inclusion:** We respect, leverage, and engage everyone’s unique strengths and talents so each individual can contribute to their full potential.
- **Integrity:** We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- **Courage:** We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- **Teamwork & Collaboration:** We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of each individual in the team to accomplish the best outcome for our children and families. Everyone contributes to leadership.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

## **Job Description Acknowledgment**

I have received, reviewed, and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

<b>Printed Employee Name:</b>		<b>Date:</b>	
<b>Employee Signature:</b>			

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