



## **Corporation for Supportive Housing Human Resource Manager, New York, NY**

### **ORGANIZATION:**

For over 25 years, CSH has been a game-changer for the most vulnerable people in our country:

- Helping communities create 200,000 homes for individuals and families who did not have one;
- Bringing hope to thousands who thought they would live on the streets or reside in institutions;
- Ensuring not only a stable home for each but access to the services that brought healthcare, recovery and training to their doorsteps;
- Changing the trajectory of lives away from poverty and despair and toward independence and economic sufficiency.

### **POSITION:**

If you have a burning desire to make a difference for people and families others have given up on and often say cannot be helped, we have a place for you. No cynics allowed. Not only has CSH proven supportive housing works and does change the lives of individuals facing acute disabilities, complex medical and mental conditions, substance use disorders and economic barriers, we have done so while creating a family of nationally-recognized experts who stay committed to our organization and mission throughout their careers. CSH offers development and growth to those we serve and our workforce. We attract talented professionals, offer competitive salaries with benefits, generous family leave and PTO, and fully embrace the philosophy that a sustainable work-life balance is desirable and achievable. With the aim of attracting good people who possess the confidence and drive to get the job done to build a better world, CSH is now accepting applications for a Human Resource Manager based in CSH's New York Office.

The HR Manager is both a strategic and hands-on role with a firm commitment to great internal support and excellence in employee relations, prioritizing the support for and success of all CSH staff. Working closely with the Chief Operating Officer, the Manager will be responsible for the overall administration, coordination and implementation of our human resource activities.

Successful candidates will demonstrate:

- Passion for Human Resources and experience in: benefit administration and payroll; recruiting, onboarding and resignations; leave administration and implementing HR policies and procedures.
- Dedication and comfort driving employee relations including supporting the best and brightest staff in the supportive housing field.
- Successful project management and change management experience, including managing up, down and across to meet project objectives and quality results.
- Understanding the pulse of CSH's workforce and what is needed to support and build the workforce needed to accomplish CSH's ambitious goals.
- Experience thriving in an innovative and entrepreneurial environment with a focus on identifying and solving problems and contributing continuous improvements in our HR functions.
- Designing benefit programs and policies that support CSH's commitment to work/life balance, high performance and offering the best benefits CSH can afford.
- A commitment to compliance, meeting required reporting deadlines and CSH's compliance with all federal, state and local employment reporting requirements and laws.
- Ensuring a strong culture of performance by facilitating and supporting strong leaders and performance management processes that currently include formal semi-annual and annual performance review process, succession planning process, talent review process and work planning process.



- Entrepreneurial approach with a commitment to continuous learning, a curiosity and strong listener, welcoming special projects and seeking ways to contribute to CSH's overall business functions in support of our mission.

**Position Requirements:**

- Bachelor's degree in related field. SHRM Certified Professional or SHRM Senior Certified Professional Credential preferred.
- 5+ years of progressive human resources experience or 9 years in an HR field, including at least three years of supervisory experience.
- Excellent organization skills, ability to take initiative, prioritize work and a strong attention to detail.
- Excellent interpersonal, judgement and communication skills and a commitment to the confidentiality of sensitive information.
- Strong computer skills and experience in Windows-based applications including MS Word and Excel; HRIS database experience strongly preferred.

CSH staff are mission driven, we take initiative, pursue goals with minimal supervision and are adept at managing multiple assignments effectively.

Interested in joining our team as a leader in the national supportive housing movement? Please apply via the link below:

<https://csh.csod.com/ats/careersite/jobdetails.aspx?site=1&c=csh&id=26>

**CSH is proud that it always has been and always will be an Equal Opportunity Employer.**