



# OESTERLEN

Empowering Individuals to Thrive

## HR Director Job Description

**Position:** HR Director  
**Organization:** Oesterlen  
**Location:** Springfield, OH

### **POSITION SUMMARY**

Oesterlen Services For Youth, Inc. is seeking an experienced HR director with outstanding people skills to manage our personnel and ensure that our human resources programs and initiatives are effective, efficient, and aligned to overall business objectives. Duties will include supervising HR activities, dealing with employee grievances and disputes, supporting employee development, enhancing job satisfaction, designing onboarding procedures, implementing HR strategies that support business objectives, forecasting staffing needs, structuring benefit packages, maintaining employee records, managing HR budget, designing accountability mechanisms, and overseeing overall employment needs.

The ideal candidate for this role should be a highly motivated individual with excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking abilities, strong organizational skills, and excellent interpersonal skills. The exceptional HR director should improve HR processes, implement strategies that support business growth, improve morale and employee retention, enhance safety and wellness, strengthen relations between staff and employers, manage job satisfaction, attract the best recruits, and promote the organization's values.

### **SPECIFIC RESPONSIBILITIES**

- Developing and implementing human resource policies.
- Supporting strategic objectives.
- Hiring staff and negotiating employment agreements.
- Ensuring compliance with laws and regulations.
- Managing staff wellness and performance reviews.
- Motivating and supporting current staff.
- Maintaining staff records.
- Handling employee benefits.
- Identifying staffing needs and creating job descriptions.
- Designing and directing training programs.

Oesterlen Services For Youth, Inc.  
Human Resource Director | June 2022  
Page 1 of 2

### **Qualifications**

- Bachelor's degree in human resources management.
- Excellent communication skills.
- Highly organized.
- Superior interpersonal skills.
- Detail-oriented.
- Good problem-solving skills.
- Budget management experience.
- Strong people skills.
- Knowledge of labor laws and regulations.
- Computer literacy.

### **Physical Demands and Working Conditions**

Mostly sedentary, no heavy lifting.

### **Job Relations**

**Supervised by:** Chief Executive Officer

**Employees Supervised:** None

For more information please contact, Mark Derr, Chief Operating Officer at 937-398-0242 or by email at [mderr@oesterlen.org](mailto:mderr@oesterlen.org).