



About Comprehensive Community Action Program (CCAP)

Comprehensive Community Action Program (CCAP) is a private non-profit community action agency in Rhode Island that was formed as part of our nation's War on Poverty in 1965. With 13 locations, employing over 350 employees, CCAP is the largest community action program in Rhode Island providing Family Medicine & Dental Care; Behavior Health Services & Substance Abuse Counseling; Head Start & Child Care; Family Development Services; Social Services, WIC Nutrition Program, Food Bank, Home Heating & Energy Assistance to over 25,000 Rhode Islanders. Our mission is to "empower all people and communities, challenged by poverty as well as social and cultural barriers, through advocacy, education, and access to high quality health and human services." We do this in keeping with our strongly held core values, "Quality, Commitment, Community and Respect". We are currently searching for a VP or Human Resources to lead our HR team.

Vice President Human Resources

Reporting to the President/ CEO the VP of Human Resources serves on the senior Leadership Team and works collaboratively across the organization to plan, direct, and coordinate all human resources initiatives. This position is responsible for providing overall Human Resources leadership to ensure goals are achieved by developing and implementing human resources policies, procedures, and initiatives including talent management, compensation and benefits, employee relations, performance, training and development. This position will ensure policies, procedures, and HR programs are consistently administered and aligned with organizational goals, mission and culture, and are in compliance with professional standards, as well as state and federal regulatory requirements and laws.

Principal Duties and Responsibilities:

- Works closely with the Leadership Team to develop and implement HR practices and programs that maximize employee engagement and retention, ensure that human resources policies and programs are aligned with strategic organizational objectives.
- Maintains, develops, implements and communicates the organization's policies and procedures, ensuring federal, state, local and healthcare-specific regulatory compliance to minimize organizational risk.
- Ensures HR provides high levels of service to employees and is accessible and responsive.
- Develops and implements an overall talent acquisition and workforce planning strategy, collaborating with line management to build a talent pipeline for key positions.

- Oversees the full cycle recruiting process. In conjunction with hiring managers, directs and performs recruitment and selection by ensuring effective planning, sourcing, assessment and interview techniques and tools to hire and place well-qualified candidates on a timely basis.
- Ensures all certifications, privileging and credentialing information, background and medical records are compliant with requirements for new hires and staff recertification. Serves on the Joint Commission Leadership Committee for accreditation and certification.
- Designs, directs and implements the on-boarding program ensuring all required documentation and trainings take place.
- Monitors employee morale, keeping leadership informed of opportunities for positive recognition as well as key challenges.
- Handles employee relations issues and leads investigations; serves as internal coach and consultant ensuring fair and equitable treatment of employees while minimizing agency liability.
- Provides advice and counsel to managers on a variety of human resource areas including employee handbook interpretations, employee relations and performance management.
- Leads the diversity and inclusion strategy for the organization.
- Coaches employees on subjects such as career development, leadership and performance development plans, and supports employees during implementation of change management initiatives.
- Leads the succession planning process.
- Develops human resource related training plans and programs; leads, organizes and coordinates with third party providers such programs, workshops, and activities; ensures successful execution of management and leadership development programs.
- Directs the performance management program, including an annual performance evaluation and merit program.
- Directs the administration of compensation, payroll, recognition and benefit programs. Ensures that the total rewards program enables the organization to attract and retain qualified staff, and is competitive externally, equitable internally, current, cost-effective within the guidelines of the organization's budget parameters and grant requirements. Develops communication to support this effort.
- Ensures the integrity of HRIS systems, employee database information and all relevant employee records. Performs HR administrative duties, monitors HR metrics, analyzes data and provides pertinent reports.
- Coaches, mentors, supervises and evaluates HR and payroll staff, providing appropriate opportunities to develop skills and knowledge.
- Remains current on HR trends and legislation (e.g., OSHA, EEO, ERISA and FLSA, etc.). Provides direction and training to managers regarding the interpretation and changes in employment and labor laws
- Performs other related duties as required and assigned.

Education and Experience:

- Bachelor's degree in Business Administration, Human Resources or other related field from an accredited university is required; HR certification preferred; Master's degree or advanced coursework is a plus.
- A minimum of seven years of Human Resources experience required; at least 2 years in a leadership role; experience in non-profits is strongly preferred; knowledge of community healthcare programs and regulations a plus.
- Significant experience as a HR practitioner dealing with the full scope of human resource matters in a dynamic, fast-paced environment is essential. Must be hands-on and capable of producing work with limited support staff.
- Experience developing creative and effective recruiting programs; significant experience in recruiting and employee selection required.

Knowledge, Skills and Competencies:

- Commitment to the mission of the organization and the clients we serve.
- Solid knowledge of current HR practices, HR compliance, wage and hour, health and safety compliance and benefits administration.
- On-going HR professional and leadership development.
- Must be a results-oriented leader and demonstrate strategic thinking, innovation and flexibility.
- Team player, collaborates with others; works well across the organization and outside partners and agencies.
- Excellent project management skills including successful leadership of projects from planning phase through completion.
- Superb interpersonal and communication skills, verbal, written and listening— ability to communicate clearly and promptly in all mediums with all levels of staff, with diverse populations and personalities.
- Has strong influencing skills and a consultative approach, able to resolve conflict; listens carefully and respects the views of others.
- Demonstrated ability to handle difficult situations with the utmost professionalism, discretion, confidentiality, objectivity, compassion, empathy and a calm temperament.
- Highly detailed oriented; excellent organization and time management skills, with the ability to quickly assess situations and reprioritize work and schedules accordingly.
- Strong computer skills in Microsoft Word and Excel. Proficiency with HRIS, recruiting and payroll systems required.
- Bi-lingual in Spanish is a plus.

Physical Demands and Work Environment:

- Work environment is normally an office environment. However, there may be circumstances where working remotely (from home) is required.
- Must be able to sit at work station, concentrate viewing computer screens for an extended period of time.

- High utilization of office equipment, phone, computer, printer, etc.

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Contact

This is an excellent opportunity for a thoughtful leader who is truly committed to making a positive contribution to the community. Compensation will be commensurate with experience and qualifications.

Comprehensive Community Action Program is an equal opportunity employer and fully committed to a culturally diverse staff. People of color, LGBTQ/T candidates, and people of diverse backgrounds are encouraged to apply.

For more information on [CCAP](#)

Candidates should submit a resume and cover letter describing their interest in this position, references, and salary requirements to: careers@comcap.org