

## Alaska Children's Services

### Job Description

#### Human Resource Development Manager

#### SUMMARY OF RESPONSIBILITIES\*

The Human Resource Development Manager is responsible for ensuring adequate staffing throughout the agency to meet the needs of children and families served in a cost effective and efficient manner. The Human Resource Development Manager oversees recruitment and retention activities to increase morale, limit turnover, increase retention, and ensure sufficient volume of quality applicants for vacancies. The Human Resource Development Manager analyzes employee demographics and data and recommends changes to ensure ACS attracts the highest caliber employees. The Human Resource Development Manager develops and maintains employee feedback tools, develops training, mentoring and professional growth opportunities for ACS employees, and assists with new employee orientation. The Human Resource Manager also promotes the ACS Alumni Association with departing employees and assists the Director of Human Resources in developing alumni resources. The Human Resource Development Manager assists program staff in the development of initiatives designed to increase student's ability to develop self-esteem and the ability to live in harmony with others (e.g. Community Role Model Program).

\*All positions at Alaska Children's Services may have responsibilities altered during the course of employment due to agency imperatives.

#### SUPERVISION AND COORDINATION OF SERVICES

The Human Resource Development Manager is supervised by the Chief Administrative Officer and works collaboratively with all departments and external contacts. The Human Resource Development Manager is required to collaborate frequently with the Training Manager and HR Assistant.

#### QUALIFICATIONS

**Knowledge, Skills and Abilities:** The Human Resource Development Manager demonstrates strong leadership, organizational, and communication skills to successfully administer and direct human resource development activities throughout the agency. The ability to assess programmatic needs and trends, and then implement positive change effectively is essential. The Human Resource Development Manager has sufficient understanding of the not-for-profit workplace and children's treatment to effectively provide support to the treatment programs and staff.

**Education and experience:** The Human Resource Development Manager is at least twenty-one years of age and holds at least a Bachelor's degree in Human Resources, Business Management, Social Services or a related field. Two years proven leadership experience required. Experience working in a treatment facility either directly with children or in an administrative capacity preferred. Experience assessing, developing and delivering training preferred.

#### CONTACT

Applications are available at [www.akchild.org](http://www.akchild.org) or alternatively contact Human Resources at 346-2101 for more information.