Daytop Village of NJ, Inc.

**Title:** HR Manager

**Location:** 360 Mt. Kemble Avenue; Morristown, NJ 07960

**Job Type:** Full-Time (Experienced)

**Compensation Type:** Salary

**Start Date:** 5/15/2017

**Primary Responsibilities:**

- Post jobs, review resumes, and forward to manager/supervisor of vacant position; schedule interviews and evaluate
- Provide new hire orientation process properly introducing new employees to the corporate culture. Ensure all state and CARF required paperwork, references and background checks are complete.
- Manage HR Checkpoint software and Novatime time and attendance software
- Supervise Intern Program
- Act as liaison between Daytop and outside legal and professional resources to ensure all company policies follow current laws and regulations.
- Manage all employee benefit packages, i.e. medical, dental, vision, 401K/pension, life insurance, LTD, Supplemental insurances, Workers’ compensation and COBRA.
- Develop programs to enhance employee relations and offer employee support to each staff member.
- Distribute Staff Satisfaction surveys and come up with new ways to measure employee morale and determine methods for improving overall employee satisfaction.
- Maintain work structure by updating job requirements and job descriptions by position
- Maintain historical human resource records

**Qualifications:**

- Bachelor’s Degree in Human Resources or related business field
- Three plus years’ experience in a human resources supervisory position
- Exceptional interpersonal communication and relationship-building skills
- A comprehensive understanding of local, state and federal employment laws
- Non-profit experience a plus
- Bi-lingual a plus

**Application Instructions:** Interested applicants should e-mail or fax resume to:

Ellen Bewalder  
Director of HR  
Fax: 862-260-9462  
Email: resumes@daytopnj.org

**About the Organization:** Daytop New Jersey has a long and successful history of meeting the needs of adolescents, adults and families struggling with the disease of addiction and its effects by providing a continuum of treatment services which include residential treatment for adolescents, outpatient treatment for
adolescents and adults, recovery-based day school for students in grades 6-12, and a halfway house for adult women.

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