



# Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

## Human Resources Manager

### Reports directly to Chief Financial Officer

The Hampton Roads Community Action Program (HRCAP) is a dynamic and diverse human service agency committed to improving lives, providing optimum services, and mobilizing resources that strengthen our communities. Join HRCAP as the Human Resources Manager and help us make a great impact in the communities we serve! This rewarding opportunity will be part of our senior executive team in support of providing services to communities in Hampton, Newport News, Portsmouth, Norfolk, Chesapeake, Virginia, and its surrounding communities.

### WHY WORK FOR THE HAMPTON ROADS COMMUNITY ACTION PROGRAM

HRCAP is a regional organization with a steadfast commitment to improve the quality of life through programs in education, training, work experience, emergency services, housing counseling and many other success proven programs. We have been at the forefront of attacking the root causes of poverty towards the goal of elimination. As a result, many families have broken the chains of poverty and are now equipped for success.

### Job Summary:

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

### Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

### Duties/Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and

professional roles; collaborates with departmental managers to understand skills and competencies required for openings.

- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

**Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- Supervisory experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

**BACKGROUND CHECKS:**

An offer of employment is contingent upon receipt of satisfactory results to meet the minimum requirements of the position. They may include criminal background and reference checks, E-Verify, driver's license record, and/or a Child Protective Services Check (CPS).

**APPLICATION:**

Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. You can also visit:

<https://hrcapinc.org/about/employment/> to complete or print an application. If printed, the application can be mailed to P.O. Box 37, Newport News, VA, 23607 or you can email your resume or application to: [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**CLOSING DATE:** Applications accepted until position is filled.