



CIDNY
Center for Independence
of the Disabled, NY

Human Resources Lead

Position Summary

The Human Resources Lead (HR Lead) utilizes leadership, management, and relationship building skills to assist in the promotion and adherence of Human Resources standard of excellence for the Center for Independence of the Disabled, New York (CIDNY), a New York City based cross-disability non-profit Independent Living Center. CIDNY, with offices in Manhattan and Queens, specializes in providing culturally competent services, education and advocacy to achieve positive change for social and economic equality for people with disabilities.

The HR Lead should be well versed in all aspects of Human Resources including state employment laws, talent acquisition, and diversity and inclusion. The HR Lead should have thorough knowledge of the ADA and all subsequent directives.

Role and Responsibilities

- Monitor changes in employment law, participate in development and implement of any amendments to HR policies and procedures with emphasis on compliance with applicable laws including the Americans with Disabilities Act
- Devise and execute a strategy for job postings, screenings, interviews and selection processes with a focus on recruitment of a knowledgeable and skilled workforce of people with disabilities, people who are Black, hispanic/Latinx, Asian American, and LGBTQ.
- Identify employee education priorities, educate new employees and provide ongoing education of employees as required.
- Develop employee recognition and development strategies and manage employee relations.
- Manage complaint process, perform required investigations, disciplinary actions, performance management and terminations.
- Ensure appropriate record management.
- Collaborate with directors to develop job descriptions, educate and evaluate staff.
- Contribute information, analysis and recommendations on employee relations to strategic planning and CIDNY's human resources objectives.
- See that the staffing structure of the organization keeps pace with the organization's growth.
- Other duties as assigned.

ABOUT CIDNY

CIDNY is a nonprofit organization founded in 1978. CIDNY is part of the Independent Living Centers movement: a national network of grassroots and community-based organizations that enhance opportunities for all people with disabilities to direct their own lives. CIDNY is the voice of people with disabilities in New York City. CIDNY staff and board include social workers, lawyers, and other highly qualified professionals, most of whom are people with disabilities. The staff all have a strong belief in self-determination and bring valuable life experience and insights to their work.

- racially and ethnically diverse with the ability to communicate in over 27 languages including ASL
- speaks for everyone who lives with a disability, whether it came at birth, by injury, disease, or during the process of aging
- educate the public and advocate for civil rights and a strong safety net of benefits and services

Qualifications

The HR Lead is a passionate disability rights advocate ideally with experience in a disability non-profit environment. The HR Lead will have the ability to manage human resources activities such as training, talent acquisition and payroll. The HR Lead will have the ability to supervise and lead staff.

Required Education and Experience

1. Commitment to disability rights, equity, diversity and inclusion. Experience working in a culturally diverse setting.
2. Bachelor's degree required with a minimum of 4 plus years of progressive HR experience.
3. Familiar with local, state, and federal employment law and regulations.
4. Excellent interpersonal skills and an ability to work effectively with diverse staff.
5. Experience in identifying HR issues and resolving them in a timely manner.
6. Excellent computer skills, including Google Suite, payroll platforms and Excel.
7. Ability to supervise employee.