Talent Program Manager

Overview

The Talent Program Manager develops, implements and monitors practices and tools for the identification, growth, promotion and succession necessary for sustaining a talented workforce. Under the direction of the Director of Human Resources, the Manager oversees employee life cycle activities of recruitment, performance management and talent development. They partner with the Training Coordinator to build a culture of continuous learning across our multi-disciplinary agency ensuring high quality service delivery and employee retention.

Key Role Responsibilities

* Collaborates with the Director of Human Resources to design and oversee a recruitment program that continuously grows a diverse and talented candidate pool and staffing pattern. Partners with hiring managers to develop effective, equitable sourcing and recruitment strategies. Researches and proposes cost effective means to achieve programmatic objectives. Sets measurable goals and outcomes, develops SOPs, evaluates the effectiveness of the activities, monitors impact, implements improvements and regularly reports on the program.
* Collaborates with the Director of Human Resources and Chief Strategy Officer to create the annual talent development program that reflects strategic priorities, incorporates our core values and brings to life our REI guiding principles. Researches and proposes cost effective means to achieve programmatic objectives. Sets measurable goals and outcomes, develops SOPs, evaluates the effectiveness of the activities, monitors impact, implements improvements and regularly reports on the plan.
* Partners with the Training Coordinator and agency leaders to create career mapping and growth opportunities within the agency. Leverages tools such as success profiles and competencies to create career and growth ladders for staff across the agency.
* Responsible for the performance management system (PMS), as well as ensuring staff access and system integration with the HRIS. Supports, monitors and reports on the annual performance evaluation and goal-setting processes. Assists individual supervisors and management with performance evaluation matters throughout the year.
* In partnership with the Director of Human Resources and the communications team, creates a communications plan around recruitment, performance and talent development to build the knowledge and capacity of staff across the agency. Develops and reports on metrics to demonstrate programmatic success, with a particular focus on racial equity and inclusion.
* Develops positive relationships with diverse networks, professional societies and institutions in order to improve the recruitment funnel, includes activities such as targeted attendance at career fairs and professional networking events. Partners with the Volunteer Manager and clinical leads in strategy and implementation.
* Stays current with recruitment, hiring and talent development practices, as well as state and federal employment laws and regulations.
* As a member of the HR department, supports staff throughout the employee life cycle. Assist colleagues within the department on projects and in performance improvement initiatives to improve both systems and outcomes. Digitizes and documents thoroughly in all tasks as a matter of practice.

Key Agency Responsibilities

*In addition to role responsibilities, every staff member has the following responsibilities as a part of their employment:*

* Models and reinforces the core values of dignity, authenticity, hope, justice, passion and balance
* Actively participates in performance improvement and advocacy activities that support the mission
* Protects clients’ personal health information by maintaining compliance with HIPAA and other relevant health care-related IT security regulations
* Performs other duties on an as-needed basis

Knowledge, Experience and Skills

**Formal Education and Training**

* Bachelor's degree required
* Masters’ degree in Human Resources, Organizational or Training Development or Instructional Design preferred
* Experience in a health care setting highly preferred

**Experience**

* Five years in talent acquisition, training and/or organizational development
* Demonstrated experience in the use of metrics and analytics to improve process and performance
* Experience in a performance management system
* Demonstrated experience in project management

**Skills**

* Passion for leveraging technology to improve workflows and experiences
* Builds rapport and relationships; has excellent interpersonal and communication skills
* Values learning and adapts quickly; is self-reflective
* Values working with diverse stakeholders
* Sets clear goals, uses action plans and knows how to prioritize
* Ability to work independently, with initiative, and problem-solve in a thoughtful, considered manner
* Detail-oriented and organized, with accuracy and follow-through
* Ability to work in sensitive situations with utmost discretion and maintain confidentiality
* Culturally sensitive working with people from diverse backgrounds
* and others
* Learns and adapts quickly; is self-reflective

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**Health Care for the Homeless is an equal opportunity employer and is committed to racial equity and inclusion. We make a particular effort to recruit and promote Black, Indigenous and People of Color (BIPOC) for open positions. BIPOC, LGBTQIA+ individuals, people with disabilities, and people with other marginalized identities are encouraged to apply.**