



Chief Human Resources Officer Opportunity Guide



Choice. Independence. Inclusion.

www.envisionunlimited.org



ABOUT ENVISION UNLIMITED

For over 70 years, Envision Unlimited (Envision) has served people with disabilities across all ages, abilities, and backgrounds. Today, a wide array of home and community-based programs benefit over 2,000 individuals across the state of Illinois. Envision provides day programs, community living services, employment services, a foster care program, and mental health services.

Envision holds themselves to the highest possible standard. They voluntarily invite regular independent evaluation to ensure that they successfully address their clients' and families' unique needs. Across the 14 consecutive surveys offered since 1978, Envision received the highest possible scores from the Commission on the Accreditation of Rehabilitation Facilities (CARF). Envision measures success by program participants' (called members) progress, as they help children and adults realize self-identified goals and objectives. Above all, Envision is an advocate for the disability community. They believe all individuals, given the right opportunities, are capable of achieving great breakthroughs and leading lives of choice, independence, and inclusion.

Throughout its history, Envision has promoted change and propelled innovation in the field. As an Illinois organization, the main geographic service area is currently the Chicago Metropolitan area, although services are provided in 22 counties. However, the future of the organization lies wherever individuals and families need services, including outside of Illinois. The human resources function has grown as the institution has absorbed and aligned with other entities. The most recent merger (2018) grew the employee base by nearly one-third, and the total enterprise grew to 700 employees, nearly half of which are represented by SEIU Local 73. Chief Executive Officer Mark McHugh has served as President and CEO since 2015 and brings a visionary approach to best practices and advocating for individuals and families with disabilities.



THE OPPORTUNITY: CHIEF HUMAN RESOURCES OFFICER (CHRO)

Envision Unlimited is seeking a strategic, experienced and forward-thinking human resources leader to develop and nurture a vision for excellence in all human resources matters. Serving as a strategic adviser to the CEO and executive team, the next HR leader at Envision will bring innovation in HR to the organization, provide contemporary leadership to the department, and manage a team of dedicated HR professionals. The work will be guided by the tracking of key human resource indicators to anticipate problems, formulate alternatives, and analyze target solutions. The CHRO leader has a goal of earning a high level of credibility as an effective and responsive resource in the organization and ensuring the practices and implementation of all HR functions are fulfilled with an equitable and inclusive approach.

The CHRO will oversee the development, implementation and maintenance of system-wide human resource policy and procedure, recruitment, associate relations, compensation/benefits, unemployment, worker's compensation programs, collective bargaining, and executive benefits plans. The CHRO supervises a team of three, currently structured with an Associate Director of Human Resources, Operations/Risk Specialist, and Staff Training Coordinator. There are four indirect reports comprising the entire team of seven.



PERFORMANCE OBJECTIVES

Executive Leadership

- Plan, develop, organize, implement, and direct the organization's human resource function and evaluate outcomes and effectiveness.
- Model active, value-added leadership with the Envision Executive Team, ensuring optimal HR policies and procedures matching institutional philosophies and migration of culture and that those policies and procedures remain current and in alignment with the talent marketplace(s) serving the members.
- Partner with the newly established role of Chief DEI Officer to ensure the improvement of overall organizational culture, and that human resources initiatives affirm Envision's commitment to DEI and an equitable workplace.
- Direct the enhancement/development and implementation of human resources policies and procedures by way of systems that will improve the overall operation and effectiveness of the organization.
- Design and implement employee evaluation and organization development programs to ensure the effective utilization of available human resources.
- Oversee the central office and billing for group employee benefit programs.
- Serve as an organizational resource by providing appropriate training and support to the staff, Leadership Team, Board members, and others involved in human resources.
- Lead through influence and accountability, ensuring that human resource policies and programs are carried out at all levels of management to assure consistency across departments and functions.
- Provide leadership and oversight to the team of three direct reports (Associate Director of Human Resources, Operations/Risk Specialist, and Staff Training Coordinator) and 4 indirect reports.
- Demonstrate a working knowledge and ability to coach and instruct others on the body of law or specific laws, codes, ordinances, etc. applicable to human resource management, and employee relations.
- Collaborate with other HR executives in the I/DD (Intellectual/Developmental Disability) and behavioral health fields.

PERFORMANCE OBJECTIVES

Human Resources Management & Implementation

- Manage a variety of human resource functions involving employment, benefit planning, equal employment opportunity, labor relations, organizational development, and employee records and reporting system administration.
- Direct agency labor relations activities, develop agency strategies, administer contract grievance and arbitration procedures, and negotiate union contracts.
- Monitor and implement programs and controls to ensure agency compliance with labor and equal employment rules and regulations as administered through federal, state, and local government agencies.
- Maintain and implement effective employee record keeping and reporting systems to meet agency needs and issue periodic reports relating to employee status, programs, and activities.
- Manage agency property, liability, casualty, and group insurance plan, select carriers, negotiate rates, and ensure that agency assets are adequately protected.
- Serve as the primary liaison, working with external counsel, to maintain labor relations and negotiate collective bargaining agreements and renewals. Envision has just renewed its agreement for three years (2021 – 2024) and nearly half of the employee base is represented.
- Respect and safeguard the confidentiality of information including HIPPA, regarding clients/ members, employees, and guests.

Staff & Performance Management

- Design, implement, and maintain employee compensation and benefit programs that will meet agency needs to attract, retain, and motivate employees and ensure internal and external equity, all within the changing workforce dynamics.
- Participate in area surveys to evaluate and modify existing compensation and benefit programs as needed. Make recommendations for modifications as needed to ensure attractiveness and intent of programs is maintained.
- Maintain an effective centralized talent acquisition program, employment methods, screening, and interviewing techniques and employee orientation and training programs. Direct the development of programs to allow the organization to embrace applicants and team members from all backgrounds and to encourage development and increased performance of all team members.
- Promote growth and development of human resources staff, including learning new skills and advancement opportunities both personally and professionally.
- Ensure system-wide orientation and training programs are consistent, current, and regularly implemented to raise the overall ability of associates to excel in their goals.
- Develop and maintain effective interpersonal relationships with all levels of personnel and provide human resource consultative expertise as required.

THE QUALIFIED CANDIDATE



Fostering a workplace environment consistent with Envision's mission and vision, the CHRO will build relationships with leadership and managers to facilitate integration of human resource best practices across the organization. The successful candidate will have a demonstrated ability to lead an HR system with consistent practices, efficient operations, and streamlined processes. The CHRO will provide evidence of leading successful rollouts of new initiatives in partnership with senior management in various departments, and the ability to forge positive, trusting relationships between HR professionals and staff.

Prior knowledge and experience with collective bargaining, and a career of monitoring industry standards and trends is required. The ideal candidate will be a creative senior leader and expert in the field of human resources, bringing knowledge of best practices and the use of technology to implement/manage systems. HR experience in a nonprofit or healthcare organization will be helpful given the focus of the majority of the employee base.

Specific Requirements Include:

- Demonstrated passion for and commitment to the vision and mission of Envision, coupled with an executive level skill set and presence.
- Proven ability to build strong external relationships with a variety of volunteers, public leadership, partner organizations and other stakeholders.
- Advanced knowledge/understanding of labor laws (local, state) all HR functions, and best practices from a tactical and strategic viewpoint.
- Ability to bring current trends and best practices to the leadership team to discuss impacts on the ability to deliver Envisions missional work and recommending adjustments to meet the current realities of the workforce.
- Proven success in building strong and productive work teams with a focus on mentoring and nurturing staff development.
- Ability to relate to all levels of a highly diverse workforce from front line staff to c-suite as well as organizational trustees and board members.
- Strong analytic and strategic-thinking skills, with a demonstrated ability to create, implement, and monitor complex plans and then translate those plans into goals and concrete strategies.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- A minimum of 10 years of related human resources experience, with a minimum of 7 years in a HR leadership position with documented ability to manage staff and lead teams.
- Bachelor's degree with relevant advanced training or degree; PHR/SPHR preferred.



HOW TO APPLY

This position offers a competitive market-rate salary (recently benchmarked) with strong benefits. All inquiries will be held in strict confidence.

Envision Unlimited does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in employment or any of its activities or operations.

To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE. All candidate submitted materials and credentials will be reviewed for consistency and accuracy. Candidates can expect that KEES will verify employment/academic/background information both in the screening process and for the finalist(s) in a formal background check.

APPLY HERE

This search is being managed by KEES leadership. Justin Prevost-Schultz, Head of Special Projects can respond to application questions, and they may be addressed to jprevost-schultz@kees2success.com.

About KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams and dynamic leaders in the nonprofit and public entity sectors. A woman owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit www.kees2success.com.

