

The Center for Independence of the Disabled in New York (CIDNY) is a leading organization promoting the full inclusion of people with disabilities in New York City. Founded in 1978, we now serve more than 50,000 individuals with one-on-one assistance.

We advance the civil rights of people with disabilities, organize for change, and develop new leaders. We educate people with disabilities about their rights and the public about disability literacy to reduce stigma. We help people with disabilities develop their own road map to meet goals they have identified to better their lives. We offer benefits advisement, enrollment, navigational assistance and problem solving help related to housing, health, food, transportation and other services. We help individuals in transitioning home from institutions and youth transitioning to adult life. We are a disability-led organization, the majority of our Board and staff are people with disabilities.

About the Position:

As HR Lead, you will:

- 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;
- Other duties as assigned.
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Reports to: Executive Director

Requirements

- Commitment to disability rights, equity, diversity and inclusion. Experience working in a culturally diverse setting helpful;
- Bachelor's degree required with a minimum of 4 plus years of progressive HR experience;
- Familiar with local, state, and federal employment law and regulations;
- Excellent interpersonal skills and an ability to work effectively with diverse staff;
- Experience in identifying HR issues and resolving them in a timely manner;
- Excellent computer skills, including Google Suite, payroll platforms and Excel;
- Ability to travel in New York City;
- Supervise one employee.

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the

government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

HOW TO APPLY

Please send a thoughtful cover letter and resume to Cyrus Z. Kazi, Director of Administration, at ckazi@cidny.org. Do not send by fax.

Please use the job title as email header. NO PHONE CALLS PLEASE.