



DIRECTOR OF HUMAN RESOURCES:

Diocesan Migrant & Refugee Services, Inc. (DMRS) has an immediate opening for a Director of Human Resources (“HR Director”). DMRS is a full service immigration legal aid organization providing high quality free and low cost legal services to individuals residing in West Texas and New Mexico. DMRS is a ministry of the Roman Catholic Diocese of El Paso. Our identity as a Catholic ministry is key to our founding as an organization and our identity as an organization. DMRS served over 28,000 people in 2019 and nearly 23,000 people in 2018. With more 94% of those individuals receiving free legal services, DMRS is a critical provider of legal services in the region. Key to our mission to provide high quality, ethical, and compassionate services is the makeup of our team. Prior to now, DMRS has not employed a HR Director, but with the continued growth of our team from 25 in mid-2018 to nearly 75 in 2019, a HR Director is critical to continue our mission. We require the services of an HR professional with experience hiring, onboarding, and helping DMRS remain compliant with all federal and state labor laws.

The basic duties of the HR Director will include:

- Schedule the interviewing of candidates for employment with the HR Director, Executive Director, Deputy Executive Director, and the candidates’ potential supervisor;
- Conduct all required background checks, reference checks as required by the agency and the position, and otherwise ensuring their eligibility for employment;
- Make offers of employment to candidates for employment ensuring the candidate understands the job duties and requirements of the position;
- Complete all necessary legal paperwork for employment, providing them with a copy of the Personnel Procedures and Policies, enrolling in fringe benefit programs, and providing other information as appropriate;
- Prepare an onboarding schedule for all new team members and coordinate onboarding according to the prepared schedule (includes initial training on DMRS’ mission, values, and expectations as well as position specific training with their unit and supervisor);
- Ensure staff work in a safe and comfortable environment;
- Ensure DMRS complies with all federal and state labor laws;
- Work with the Management team to ensure a mentally safe and healthy working environment for staff by providing resources to address concerns when they arise and provide programs to the team to avoid the onset of mental health concerns;
- Conduct regular review of DMRS’ organizational chart to ensure a healthy balance of management, administrative positions, and team members to fulfill our mission;
- Conduct regular review of DMRS’ compensation schedule and compare the schedule to similarly situated legal organizations in the region and throughout the country; and
- Assist management with any concerns or disciplinary issues that may arise.

DMRS is comprised of seven units: Administrative Unit, General Legal Services’ Unit, Crime Victims’ Unit, Removal Defense Unit, Unaccompanied Minors Program, Legal Orientation Program, and our Religious Worker Unit. DMRS’ management team is currently comprised of the Executive Director, Deputy Executive Director, Director of Development, Director of Communications, Data Manager/Analyst, as well as the supervisors of each of the units: Children’s Program Director, Staff Attorney/Supervisor of our Removal Defense Unit, Accredited Representative/Supervisor of General Legal Services, and Accredited Representative/Supervisor of the Legal Orientation Program. DMRS

currently has 12 attorney positions, 15 accredited representative positions, 1 Social Work position (with two more added in the near future), 39 caseworker/legal assistant positions, and 6 administrative positions. Our team is comprised of individuals from all sectors of life and backgrounds, and we value the diversity of the team.

Qualifications:

- Bachelor's degree required; Master's degree in relevant field preferred;
- At least five years of experience in Human Capital and HR field;
- Advanced knowledge of basic principles and practices of human resources management;
- Strong understanding of management principles and personnel supervision;
- Strong communication, public relations, and interpersonal skills;
- Possess respect for all individuals and appreciate diversity (thought, ethnic, gender, etc.);
- Strong understanding of Catholic Social Teaching and the Values of the Catholic Church as DMRS is a ministry of the Roman Catholic Church of the Diocese of El Paso;
- Fluency in English and Spanish **required**; and
- Demonstrated commitment to public service preferred.

Benefits

- Starting salary of \$54,413; however, offered salary commensurate with experience.
- Medical, Dental, and Vision insurance.
- Retirement Plan with up to a 3% match by DMRS.
- Paid Time Off (PTO) as well as some federal and Catholic holidays.

To apply:

Email a Cover Letter, *completed* DMRS Application, Resume, References, and Copy of Degree to:

Melissa M. Lopez
DMRS Executive Director
MLOPEZ@DMRS-EP.ORG

NO EMAIL OR TELEPHONE INQUIRIES PLEASE – APPLICANTS WILL BE CONTACTED IF DMRS DECIDES TO CONDUCT AN INTERVIEW.



DIOCESAN MIGRANT & REFUGEE SERVICES, INC.

DMRS

SERVICIOS DIOCESANOS PARA MIGRANTES Y REFUGIADOS

Application for Employment

PERSONAL INFORMATION

Date _____

NAME _____
Last First Middle

ADDRESS _____
Street City State Zip Code

PHONE NUMBER _____ SOCIAL SECURITY # _____

LIST ANY ACQUAINTANCES WORKING FOR US _____

IF YOU WERE PREVIOUSLY EMPLOYED BY US, GIVE DATE, POSITION HELD AND DEPARTMENT _____

POSITION APPLYING FOR _____ SALARY DESIRED _____ DATE YOU CAN START _____

REFERRED BY: _____

EDUCATION

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

	Name and Address of School	Graduate?		Degree	Subjects Taken
High School		yes	no		
College		yes	no		
College		yes	no		
Bus./Trade School		yes	no		
Military		yes	no		

EMPLOYMENT HISTORY

Begin with most recent employer

1. Name of Employer:	Describe work performed:		
Address:	Phone #:	When & reason for leaving:	
Supervisor name and title:	Dates employed:	May we contact the employer?	
2. Name of Employer:	Describe work performed:		
Address:	Phone #:	When & reason for leaving:	
Supervisor name and title:	Dates employed:	May we contact the employer?	

3. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
4. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?
5. Name of Employer:	Describe work performed:	
Address:	Phone #:	When & reason for leaving:
Supervisor name and title:	Dates employed:	May we contact the employer?

PERSONAL REFERENCES

Not former employers or relatives

	NAME	OCCUPATION	ADDRESS	PHONE NUMBER
1				
2				
3				

I certify that all statements and representations made in this application are true and correct and I have withheld nothing which would, if disclosed, adversely affect my application. I understand that Diocesan Migrant & Refugee Services, Inc. ("DMRS") relies upon such statements in making its employment decisions, and I authorize DMRS to investigate all such statements contained therein. I understand and agree that any misrepresentation will be sufficient cause for cancellation of the application and/or separation from DMRS if such misrepresentation is discovered at any time after my employment, by DMRS.

By virtue of my signature below, I acknowledge acceptance of the following statement:

I hereby authorize DMRS and the Catholic Diocese of El Paso to obtain an investigative consumer report, if applicable, in connection with my application for employment. I am aware that the Fair Credit Reporting Act, Public law 91-508, requires that DMRS/the Catholic Diocese of El Paso advise me that in connection with my application for employment, that an inquiry may be made which will provide applicable information concerning my prior employment, character, reputation, and mode of living. I understand that upon written request, additional information as to the nature and scope of the investigation will be provided to me. I further understand that DMRS may require, as a condition of employment that I submit to testing for alcohol and/or illegal drugs.

I hereby authorize DMRS to contact all employers, individuals, and educational institutions (as specified on this form) for reference purposes, and I release DMRS from any and all liability, including liability arising from the employer's negligence, upon verification of my prior employment history, criminal record, references and any other background information. Additionally, I authorize DMRS to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party with legal or proper interest. I release from any and all liability arising from negligence, all persons and entities who supply DMRS with information pertaining to my prior employment history, criminal record, references, and any other background information.

Nothing contained in this employment application shall constitute a contract of employment, and I understand and agree that if I am employed, such employment will be "at-will." I understand that any oral statements made to the contrary are not authorized by DMRS management and should not be relied on by me. In the event of my employment, I will comply with all rules and regulations as set forth in the DMRS Policy Manual or other communications distributed to all employees. I hereby acknowledge that I voluntarily signed and have read and understand the above statements.

DATE

SIGNATURE OF APPLICANT