

Position Number 1-A-018



POSITION DESCRIPTION

POSITION: Human Resources Specialist
BENEFITS: Prorated Vacation/Sick/PTO Accrual
PAY RATE: \$25-30/ hour, DOE
DEPARTMENT: Administration
REPORTS TO: Executive Director
DESIGNATION: Full Time, Non-Exempt
HOURS: Flexible 32 to 40 hours per week, Monday to Friday
TO APPLY: Send resume and cover letter to Jenniferh@sucasadv.org

POSITION SUMMARY

Under the direction of the Executive Director, the **HR Specialist** will serve as the primary point of contact for internal and external constituents on all personnel matters. The Human Resource Coordinator oversees and assists with human resources, safety functions, operational activities, departmental compliance with policies and procedures, and administrative functions. In a secondary role, they will provide executive support to the Executive Director, including completion of assigned tasks, scheduling, logistics, and project management.

DUTIES AND RESPONSIBILITIES

- Oversees and serves as the primary liaison for all personnel related efforts, and personnel projects.
- Must be creative and enjoy working within non-profit environment, which is mission-and-results-driven and community oriented.
- Exercise sound judgment in variety of situations, have strong written and verbal communication, administrative, and organizational skills and maintain a realistic balance among multiple priorities.
- Work independently on projects, from conception to completion, and must work effectively under pressure to handle a wide variety of activities and confidential matters with discretion and professionalism.
- Assist Executive Director with project management tasks, preparation of corporate and private foundation grants/funding requests, scheduling, logistics, board of director's communications and drafting board packets, drafting documents, event planning, and other tasks as needed.
- Perform quality work within the deadlines, with or without direct supervision.
- Work effectively as a team contributor and independently on various assignments.
- Communicate and coordinate work efforts with others, and accept constructive feedback.

Human Resources and Management

- Oversee compliant lifecycle management, from hiring through separation. This includes drafting job postings and current job descriptions, reviewing résumés, screening, coordinating and scheduling interviews with applicants and interview panel, conducting reference checks and verifications of employment, preparing conditional offers of employment, processing Live Scan background checks, orienting new staff, assigning and collecting keys and passwords, conducting exit interviews, sending benefit information, and retaining appropriate records.
- Evaluate and implement all human resource department policies and procedures, including Employee Handbook, Safety Guidelines, and Procedures.
- Oversee recruitment, onboarding, and ensure all employee records are maintained and updated with new hire information or changes in employment status.

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- Assess and update employee job descriptions, interview questionnaires, processes, and procedures.
- Oversee open enrollment, health benefits, staff training plans and performance evaluations.
- Maintain confidential personnel files with proper certification and documentation.
- Respond to handle employee inquiries and resolve issues in a timely and professional manner.
- Maintain and distribute staff phone lists.
- Oversee, develop and train management on documentation, disciplinary action, termination procedures, and other HR functions.
- Serve as agency Safety Specialist (and ensure IIPP is in place); enforce bi-annual workplace safety meetings for all sites; present in-service training for staff on safety issues; ensure appropriate emergency response procedures and teams are in place.
- Responsible for overseeing and ensuring compliance and tracking of all contract related requirements for personnel such as 40-hour domestic violence training, CPR & First Aid certification, Civil Rights Training, current insurance coverage, HR trainings, and more.
- Responsible to address all compliance related issues with management and report concerns to Executive Director.
- Follow and maintain OSHA recordkeeping of all occupational injuries and illnesses
- Attend monthly Director's and Leadership Meetings, as requested.
- Ensure all staff certification and training.
- Other duties as assigned.

Daily Operations

- Provide executive assistance to Executive Director with project management tasks, scheduling, drafting documents, event planning, securing locations, board of director's communication and board packet preparation.
- Serve as the lead for all tasks and matters that need be brought to the Executive Director's attention
- Manage daily correspondences for Executive Director, as requested.
- Maintain agency master calendar.
- Handle and analyze office worksite protocols
- Maintain agency's personnel files. Direct agency's recordkeeping, including retention policies, protection, retrieval, transfer, and disposal of records.
- Reserve facilities for Su Casa training events for staff.
- Represent agency and attend meetings as necessary
- Responsible for working in conjunction with the Administrative Coordinator to open and close the Administration Office,
- Assist in answering telephone calls, handle crisis and inquiry calls, and make appropriate referrals when back up is needed
- Assist "walk-in" clients and maintain the walk-in log when back up is needed
- Additional duties and special projects as assigned.

MINIMUM QUALIFICATIONS

- A minimum of three years of human resources experience, or equivalent combination of education and experience and certification in Human Resources. Bachelor's degree in Human Resources or a related field is highly preferred.
- Bilingual in English and Spanish preferred, but not required.
- Ability to assist with emergency situations as needed.
- Certification in the 40-hour DV victim services training required by the state to be completed within 90 days of employment.

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- Excellent organizational and project planning/management skills, including the ability to implement and prioritize multiple tasks and/or projects with excellent detail-orientation.
- Excellent verbal and written communication skills and telephone etiquette.
- Must be able to work under pressure at times, handle a wide variety of tasks and matters with discretion and confidentiality.
- Advanced Computer Skills– Windows Operating System, Microsoft Office Suite, and Outlook required.
- Ability to work independently and cooperatively as a team member.
- Ability to be flexible with work settings, schedules, responsibilities, clients and colleagues.
- Demonstrated leadership and administrative skills to maintain working relationships with all managers, staff and volunteers.
- Valid CA driver's license; own automobile, and auto liability insurance required.
- Able to clear state and FBI criminal background check.
- Has not been a resident of a domestic violence shelter or in a domestic violent relationship for five years.

This job description describes the general nature and minimum level of work; this is not all-inclusive, and does not include all position duties, responsibilities, and required skills. Su Casa ~ Ending Domestic Violence reserves the right to modify job duties in its sole discretion. This job description does not constitute a written or implied contract of employment or otherwise alter any employee's at-will status.

EQUAL EMPLOYMENT OPPORTUNITY Su Casa ~ Ending Domestic Violence is proud to be an equal opportunity employer committed to diversity in the workplace. Su Casa prohibits discrimination and harassment of any type, and affords equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. Moreover, Su Casa will conform to the spirit, as well as the letter, of applicable law. Administration will provide a copy of this policy upon request.