



_____ Staff Signature	_____ Date
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TITLE: Human Resource Assistant
DEPARTMENT: Finance
CLASSIFICATION: Regular, FT, Exempt

SUPERVISOR: VP, Finance
FUNDING: Grant dependent

ESSENTIAL FUNCTIONS: The Human Resource Assistant is responsible for performing HR- related duties on a professional level and will work closely with the VP, Finance. This position carries out responsibilities in the following functional areas: recruitment/employment, onboarding, policy implementation, benefits, employee relations and employee law compliance.

DUTIES AND RESPONSIBILITIES:

- Assist in the day to day operations of the HR Department
- Provide operations support on issues such as talent and performance management and employment law
- Assist with the recruiting and on boarding process
- Maintains and processes all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner.
- Acts as an employee relations specialist
- Assists/leads the development of HR processes, policies and systems
- Liaison with employees, supervisors, managers, co-workers in problem resolution
- Maintain compliance with federal, state, and local employment and benefits laws and regulations
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; Periodically audits Forms I-9
- Distributes and monitors employee performance evaluations and ensures they are done in a timely manner
- Reports, maintains and monitors all workers' compensation case file; follows up on open cases
- Monitors employee eligibility for benefits plans. Reviews benefits with employee and processes enrollment, cancellation or changes.
- Organizes and manages annual open enrollment communications and election process. Maintains and distributes list of new and cancelled employee under each benefit plan.
- Performs other duties as approved and assigned by VP, Finance.
- Maintains communication with others and works to fulfill the agency's mission, vision and philosophy.
- Assists with recruitment, training, and engagement of volunteers and interns.
- Recognizes personal emotions, thoughts and values and how they influence behavior while managing their effects on service provision.
- Reports any incident of child or elder abuse to the appropriate Hope Alliance staff.

QUALIFICATIONS AND EDUCATION:

- Bachelor's degree in Human Resources or related field.
- 2 years of HR experience including 1 year direct involvement in employee relations
- Strong interpersonal, communication, follow-up, problem solving and creative thinking skills
- Excellent organizational skills, ability to multi-task with attention to detail
- Proficient with MS Word & Excel
- Prior nonprofit experience preferred
- Self-motivated, team player with excellent people skills.
- High level of discretion with confidential material
- Excellent oral and written communication and staff development skills, and has a research-orientation.
- Must be able to successfully complete the agency-provided State Certification Training within 90 days of hire date and maintain State Certification by documenting annually: six hours of continuing education, the provision of 100 hours of direct services at minimum, and the successful completion of a written exam and skills assessment designed to evaluate the special knowledge and skills required for continued certification.



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- Adequate personal health, social maturity, emotional stability and effective stress management skills.
- Sensitivity to varying cultural, ethnic, and social backgrounds, values, attitudes, and languages, as well as tact, poise, professionalism, diplomacy, teamwork, humor, and ability to interact with people from all walks of life.
- Ability to stoop, bend and lift 30 pounds as well as the ability to move about inside the office to access file cabinets and other office equipment.
- Routinely uses computer and other office equipment such as phones, fax, printer, and copier.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is typically working in a climate-controlled office environment but sometimes exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

- Normal workday physical activity includes frequent sitting, standing and walking.
- Requires employee to use hands, arms, legs, neck and head while performing tasks.
- Requires occasional twisting at desk when answering phone or keyboarding.
- Requires retrieving files by pulling and pushing cabinet drawers with occasional bending, squatting, kneeling, and reaching above shoulder level.
- Requires frequent data entry into computer keyboard.
- Requires extensive speaking in person and on the telephone with staff and others.
- Requires occasional lifting and/or moving up to 30 pounds.