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		Component Affected:	Human Resources

Mid-Columbia Children's Council Job Description

Title: Human Resources Assistant Department: Human Resources
FLSA Status: Non-Exempt Reports to: Human Resources Manager

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

Position works closely with the Human Resources Manager to provide support and assistance with the day-to-day operations of the Human Resources functions. The Human Resources Assistant carries out assigned responsibilities in the following functional areas: department operations, staff recruitment, volunteer coordination, new hire orientation, benefit and compensation administration processes, employee tracking, data management and other general office administrative support.

Essential Functions/Major Responsibilities:

- Maintain employee information by accurately entering tracking information into all applicable databases.
- Assist with communicating HR-related information and deadlines to supervisors, including performance evaluation timelines. Supply supervisors and managers with appropriate reports, forms and documents as necessary.
- Assist with preparation and filing of documents related to HR records, such as performance evaluations, Employee Action forms, certifications, training documentation, leave forms, termination paperwork, checklists, and other similar documents, ensuring that all confidential information remains secure and discarded/expired items are properly destroyed.
- Assist with recruitment process for employees and volunteers, including placement of internal/external advertisements, sorting of application forms, participation and selection of interview panel, scheduling phone calls/e-mails, preparing materials, contacting participants/candidates, completing reference and background checks, etc.
- Assist in completion and review of required federal/state/local criminal background checks, pre-employment screenings, CPR/First Aid certifications, Food Handler's Cards, Health Evaluations, other required certifications for current and new staff/volunteers, relaying information to respective supervisors and staff as needed.
- Coordinate new hire activities including completion of required paperwork, distribution of Employee Handbook, orientation activities and ensuring completion of necessary trainings or certifications.
- Routinely update and monitor all substitute lists for accuracy of availability.
- Coordinate Practicum Student volunteers with Education Manager and community practicum advisors.

- Collaborate and maintain working relationships with community volunteer agencies.
- Coordinate regular volunteer orientations and training with Center Coordinators and Family Services. Complete monthly monitoring and updates to volunteer database. Coordinate volunteer recognition system.
- Maintain volunteer handbooks, training, and orientation materials. Ensure Tuberculosis screening and current criminal background checks for regular volunteers completed.
- Complete data collection, preparation of various documents, research and other assignments related to staff and regular volunteers.
- Answer HR-related inquiries from staff, directing to appropriate person as needed. Research answer when within scope of work.
- Assist with Worker's Compensation claims documentation and record-keeping.
- Assist with the tracking of all leave situations, ensuring proper documentation is sent and received.
- Assist with mailings of information/required forms as necessary.
- Participate in agency activities, including but not limited to annual Self-Assessment (organization-wide process), state and federal program reviews, Program Information Report data collection and completion, and update/review of department Work Plan Schedule.
- Advocate for the MCCC programs in interactions and recruitment efforts with appropriate clients and community affiliates.
- Participate as part of the team through sharing work ideas, communicating, problem-solving, and providing mutual support.
- Attend and participate in staff meetings and trainings as required; serve on committees as appropriate.

Secondary Functions:

- Answer phones and provide back-up coverage of receptionist desk.
- Prepare Policy Council hiring reports and other presentation materials.
- Monitor and report child abuse/neglect as a mandated reporter.
- Provide clerical support for the department.
- Other duties as required.

Job Scope:

The position involves recurring work situations with occasional variations from the norm. The job involves a moderate degree of complexity involving handling multiple detail-oriented projects simultaneously. Position operates from specific and definite directions and instructions under a moderately high level of supervision. Decisions are made within prescribed operating guidelines and local, state and federal laws. Errors in work can negatively affect MCCC operations/reputation.

Supervisory Responsibility:

This position is not supervisory in nature, although incumbent may provide guidance to assisting staff such as clerical workers or volunteers.

Interpersonal Contacts:

Contacts are normally made with others both inside and outside MCCC. Contacts are made with own department staff and supervisor, but also include frequent interaction with other staff or volunteers from all locations. Contacts usually occur via e-mail and telephone, with a smaller portion being face-to-face. About a quarter of communication is with parents; the majority of contacts are with outside individuals or agencies. Communication often contains confidential, sensitive information including health, behavioral, or other personal data necessitating discretion at all times.

Specific Job Skills:

- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff and the community.
- Ability to work with MS Office Suite, PC and HR software and multiple database entry, reports and management. Ability to use other office/classroom equipment such as a stereo, phone, copier, calculator and fax machine.
- Knowledge of basic human resource functions.
- Knowledge of community volunteer resources and experience working with volunteers desirable.
- Ability to perform basic math (add, subtract, multiply, and divide).
- Ability to maintain confidentiality and use discretion when appropriate.
- Ability to initiate, problem solve and complete complex projects with detail orientation.
- Strong record keeping, tracking, and organizational skills.
- Excellent written and verbal communication skills.
- Appreciation for and flexibility in dealing with diversity.
- Ability to maintain a good driving record/insurability in order to visit sites or run errands as needed.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Position requires continuous talking, fingering, hearing, and repetitive motions of hands/wrists. Frequently requires walking, and sitting. May occasionally require standing, handling, and bending.
- Ability to occasionally lift or move files or audio-visual equipment, usually up to 25 pounds.
- Bi-lingual and bi-literate (English/Spanish) helpful to effectively communicate with individuals speaking other languages.

Education and/or Experience:

- High school education or equivalent required.
- Associate's degree emphasizing Business/Human Resources education strongly preferred.
- Minimum of one year administrative support experience in an office environment with human resources related duties required.

Job Conditions:

Work generally takes place indoors in an office environment during normal business hours. Occasionally the Human Resources Assistant must leave the office for errands and/or for special projects (i.e. new hire orientation, trainings) off-site. Occasional long-distance travel required and sometimes in inclement weather conditions.

I acknowledge that I have received a copy of this Job Description. I understand and recognize my responsibilities listed within this Job Description.

Print Name

Signature

Date