

WEST SIDE CATHOLIC CENTER

Job Description

JOB TITLE: Human Resources Assistant
REPORTS TO: Director of Human Resources
WORK HOURS: Monday through Friday, part-time (25 hours per week)
FLSA: Non-Exempt
DATES CREATED: 6/6/2023
RATE OF PAY: \$20 per hour

SUMMARY

Under the supervision of the Director of Human Resources, responsible for the daily administrative human resources functions for the organization. Supports policies, procedures, and programs as related to talent acquisition, performance management, diversity, equity, and inclusion, wellness, safety, benefits, and training. Performs other duties of a similar nature as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the administration of activities, communication and correspondence related to talent acquisition and staffing logistics for all agency staff and interns; and employee status changes. Duties to include, but not limited to: job postings, pre-screens, professional reference checks, scheduling interviews, background check scheduling, employee orientation/onboarding, organizational chart updates, education verification, employment verification, etc.).
- Handles the performance management cycle, including adhering to timelines, and tracking receipt
- Facilitates activities related to the DEI initiative, staff outreach and programming, of documentation.
- Responsible for leading employee safety and welfare, and wellness and health initiatives. Maintains monthly awareness calendar, communications, and related activities.
- Collaborates with Facility Manager to administer evacuation drills.
- Maintains staff personnel files, including creation, closure, status changes, filing, and record retention).
- Functions as back-up contact, for employees and management on leaves of absence and return to work process (STD, LTD, pandemics, jury duty, emergency paid sick leave, emergency family and medical leave, etc.). Interact with TPA as needed.
- Tracks staff PTO time and creates and maintains PTO time in Outlook.
- Coordinates all development and required trainings including first aid, CPR, ethics trainings and other professional continuing education. Researches potential topics and respective presenters. Tracks attendance and creates lists, distributes and tracks receipt of evaluation of training. Interacts with presenters, as necessary. Participates on Agency's Training Committee.
- Ensures all required legal employment notices/signage are up-to-date and posted in staff areas.
- May assist with policy and procedure updates.
- Performs other duties of a similar nature as may be required.

QUALIFICATIONS

- Associates degree in Human Resources or a related field of study. Bachelor's degree preferred.
- Three (3) to five (5) years of experience performing human resource related duties.
- Previous experience in a non-profit setting a plus.
- Excellent knowledge of legal requirements and government reporting regulations affecting Human Resources.
- Understanding of key Human Resources practices and HRM knowledge base.
- Excellent organizational skills with proven attention to detail in work product.
- Strong interpersonal skills with the ability to maintain a high level of confidentiality.
- Ability to remain focused and on task in hectic work environment.

- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Proficient in Microsoft Word, Excel, Outlook, and Internet usage.
- Strong verbal and written communication skills and the ability to communicate specifically with an audience from diverse racial, ethnic and socioeconomic backgrounds.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

It is the policy of West Side Catholic Center to provide reasonable accommodations to qualified individuals with a disability who are either applicants for employment or are current employees. Should you require any assistance or reasonable accommodation to complete this application or participate in interviews, please make a note on the application or notify the interviewer.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

To understand responses to traumatic life events, the concept of a trauma informed environment, vicarious trauma and the need for self-care.

We are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

West Side Catholic Center is pleased to be an equal opportunity employer.