



Position Description

Job Title: Human Resources Coordinator
Ministry: Administration
Reports To: Controller
FLSA Status: Non-Exempt
Availability: Part-Time (15-20 hours/week average), Flexible & Remote Schedule Possible
Date Prepared: November 2020

ORGANIZATION BACKGROUND

At Hesed House, saving the world isn't a flight of fancy – it drives us in every action we take. We truly believe we are going to end homelessness. For us, serving one's neighbor – particularly poor, oppressed, marginalized, victimized, disinherited neighbors – is both a calling and an obligation that we tackle head on each and every day.

JOB SUMMARY

This position is responsible for creating, streamlining, and maintaining Human Resources processes and records for Hesed House. This position has potential for a flexible work schedule and remote work.

CORE REQUIREMENTS:

- Employee must be able to provide proof of eligibility to work in the United States
- Employee must pass DCFS and criminal background check
- Acts in accordance with the Hesed House Core Values and Mission at all times
- On-Going Professional Development: Employee must have the ability and desire to attend courses, seminars, lectures, workshops, etc. to maintain and enhance knowledge relative to position responsibilities
- Demonstrate tact, diplomacy and professional conduct, display a professional image, maintain confidentiality, and not fraternize with residents and/or guests
- Demonstrate written and verbal communication skills; excellent people and organizational skills; above average ability to handle multiple priorities
- Effectively and respectfully operate in a team-oriented environment
- Maintain effectiveness in all facets of job duties in a fast paced, sometimes chaotic environment
- Employee may be required to have a current driver's license and proof of automobile insurance
- Accept and complete other duties as assigned

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assist with pre-hire screenings, such as phone screenings, reference checks, and background screenings
- Schedule in-person interviews with appropriate stakeholders

- Assist with onboarding of new employees, including new hire orientation, set-up of proper resources, etc.
- Maintain compliant personnel recordkeeping, both electronic and paper filing, for both past and current employees and interns to include proper record retention
- Track employee off-boarding to ensure deactivation in systems, return of property, etc.
- Maintain current and accurate data in online payroll and benefit systems to include general data, payroll and benefit information, and time and attendance
- Work with Program Directors to ensure monitoring of time and wage allocation for assigned staff
- Track and administer HR programs including employee service awards, referral bonuses, etc.
- Organize monthly All Staff Meetings
- Produce and maintain reports to provide accurate and timely data to directors and other stakeholders
- Develops recruitment material as requested that is consistent with the messaging and brand standards of Hesed house
- Maintains Employee Handbook and Benefits Manual
- Works in conjunction with Director of Facilities to maintain Safety Manual
- Acts as Benefits Administrator for all benefit offerings, including handling all employee leaves
- Maintains and processes unemployment and workers compensation claims
- Provide assistance to employees on HR-related questions and concerns
- Other duties as assigned

OTHER DUTIES AND RESPONSIBILITIES:

- Collaborates effectively with Hesed House leadership to set, maintain, and execute strategies
- Represent Hesed House through attendance at Development events as needed
- Represents Hesed House positively within the community at all times
- Other duties and responsibilities as assigned

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- Belief that everyone deserves dignity
- Inherent desire to advocate for and serve the most vulnerable without judgement
- Sense of joy of wonder
- Previous proven experience in Human Resources-related roles
- High-level ability in Microsoft Office, including Excel
- Proven ability to effectively multi-task
- Proven ability to develop and maintain systems of employee records and tracking
- Associates Degree or higher and/or significant demonstrated experience in previous Human Resources roles

WORK ENVIRONMENT – General Office: Majority of duties are performed in an office and infrequently at off-site locations. Various errands and/or attending business-related matters involve travel in personal automobile or public transportation for which mileage/travel reimbursement is made.

PHYSICAL DEMANDS/REQUIREMENTS – General Office: While performing duties of this job, the employee is frequently required to stand, walk, bend, use hands and arms, handle or feel objects, supplies/equipment; reach with hands and arms; stoop, sit, climb stairs, talk and hear. Office work includes viewing a computer screen, keyboarding requiring repetitive hand/finger movement and using the telephone for a significant part of the work day. Employee may, from time to time, be required to effectively lift and/or move up to 25 pounds.

ATTIRE/DRESS POLICY - Administrative Directors: This position requires contact and interaction with outside constituents and requires appropriate business attire and well-groomed, professional appearance in those situations. In all other situations, attire in accordance with the Employee Handbook is expected.

If interested, please send cover letter and resume to careers@hesedhouse.org