

JOB DESCRIPTION

POSITION TITLE:	Human Resources Assistant
LOCATION:	HOPE Clinic (Main)
REPORTS TO:	Human Resources & Payroll Administrator
EDUCATION REQUIREMENTS:	Obtained a bachelors degree or working towards bachelors degree with major course work in human resources, business, psychology or related field
WORK EXPERIENCE:	Minimum 1 year of administrative or HR experience preferred
SALARY MINIMUM:	\$15.00/hour
SALARY MAXIMUM:	\$19.00/hour
FLSA STATUS:	Hourly – Non-Exempt
POSITION TYPE:	Part-Time

HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

JOB SUMMARY:

Responsible for assisting with all personnel and personnel related issues, including recruitment, staffing, and onboarding. In addition, the Human Resources Assistant is responsible for coordinating all aspects of the company's recruiting and onboarding activities.

MAJOR DUTIES & RESPONSIBILITIES:

- Participate and assist department managers in recruitment efforts.
- Responsible for updating job vacancies on company website.
- Maintain job descriptions for all positions within company.
- Receive, log and distribute resumes/applications.
- Execute applicant screenings and initial interview.
- Assist with scheduling interviews, meetings and other human resources related duties.
- Assist with staffing sessions and new hire onboarding plans.
- Ensure background and reference checks are completed.
- Prepare new employee files.
- Oversee the completion of compensation and benefits documentation.

- Orient new employees to the organization; set up designated log-in, workstation, email address, etc.)
- Ensures proper onboarding, general training and de-briefing procedures for all staff.
- Administer new employee assessments.
- Assist with new employee inquiries.
- Manage employee personnel files and related documentation in accordance of state law and regulations.
- Review company timesheets and payroll register for HR Administrator's approval.
- Provide advice to management, supervisory personnel, and employees on the interpretation and application of human resources policies and procedures, disciplinary matters and other staff management issues.
- Serve as HR Administrator's back-up when necessary.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

- Proficiency with computer skills, including Word and Excel in a Microsoft Windows environment.
- Excellent verbal, written, analytical and problem-solving skills.
- Attention to detail and a good math aptitude are required.
- General knowledge of various employment laws and practices.
- Experience in administration of benefits and other HR programs.
- Excellent interpersonal skills.
- Skills in database management and record keeping.
- Able to exhibit a high level of confidentiality.
- Excellent organizational skills.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.

EDUCATION and/or EXPERIENCE:

Obtained a bachelors degree or working towards bachelors degree with major course work in human resources, business, psychology or related field and at least 1 year relevant work experience. Non-profit experience preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations. Ability to write reports, health

correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Bilingual (Vietnamese, Chinese, Arabic and/or Spanish with English) is preferred.
- Above average skills in language ability as well as public speaking and writing.
- Must have good transportation and a valid Texas Driver's license.

LEADERSHIP RESPONSIBILITIES:

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training staff.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT:

Work tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choice in the selection and application of established methods. The job received frequent, ongoing supervision.

PROBLEM SOLVING:

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

COMMUNICATION/INTERACTIONS:

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

IMPACT OF DECISIONS:

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

CUSTOMER RELATIONSHIPS:

Follow through with customer inquiries, requests and complaints. Forward difficult and non-routine inquiries or requests to appropriate level for resolution.

AMERICANS WITH DISABILITIES SPECIFICATION:

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.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

HOPE Clinic is a smoke free workplace in compliance with federal guidelines.