
Position Information: HR COORDINATOR

Supervised by: Human Resources Director

Supervises: Does not supervise others

Salary: Coordinator II

Classification: non-exempt

Terms of Employment: Regular-Full Time

Job Goal:

Assist the Human Resources Director in ensuring the Human Resources functions are completed correctly and efficiently by providing a wide variety of technical and administrative support and assistance.

Essential Responsibilities:

- Maintain confidentiality in all areas of responsibility
- Ensure that aspects of the hiring process are completed in a timely manner
 - Recruitment
 - Post advertisements for open positions as directed (internally, externally)
 - Gather and track applications
 - Attend Career Fairs as requested
 - Interviews
 - Schedule interviews for Directors/Managers and inform them promptly of interview times
 - Ensure that a room is available for interviews
 - Ensure hiring packets are ready for interviewers
 - If applicable, schedule Policy Council parent to help in interviews
 - Mail out regret letters for applicants not selected for positions
 - Hiring
 - Conduct reference checks on all prospective staff
 - Check on all interviewees Central Background Registries prior to hire
 - Inform the Oregon Early Learning Division when new staff is hired and of changes in staff locations and/or positions
 - Work with prospective staff to schedule pre-employment physical, TB, and drug screens
 - Ensure timely and accurate completion of New Hire Paperwork with new staff
 - Process new staff hiring reports as required by law
- Prepare materials for New Staff Orientation
- Personnel Records Maintenance
 - Input, maintain, and file information in employees' employment, medical, and training files to ensure they are kept current, up-to-date, and in compliance with legal requirements
 - Periodically audits the database and files to ensure accuracy.
- Remind staff and ensure renewal of CPR, First Aid, and Food Handler's cards and Central Background Registry prior to expiration
- Assist the Human Resources Director in analyzing HR trends such as turnover, leave usage, etc.
- Licensing
 - Ensure licensed child care center staff have training documented in the Oregon Registry online (ORO) by submitting staff training records as needed
 - Submit new and renewal copies of CPR, First Aid, and Food Handler's cards to ORO in a timely manner
 - Inform the Oregon Early Learning Division of changes in staff locations, positions, and/or termination in a timely manner

- Family Medical Leave
 - Assist the Human Resources Director in providing information to staff regarding leave laws and policies
 - Assist the Human Resources Director in tracking FMLA usage
- Maintain a working knowledge of state and federal labor laws governing employment including affirmative action, the Americans with Disabilities Act, wage and hour laws, worker's compensation, FMLA, etc.
- Collect, distribute froggie dollars, and track Physical Activity logs
- Provide HR information for Employee Newsletter
- Assist with training component duties as requested
- Assists the Fiscal/Payroll Manager in ensuring new staff have their Benefit forms completed in a timely manner.

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*
- *A commitment to positive performance and a welcoming culture;*
- *A commitment to outcomes, measured results and quality improvement;*
- *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Educational Requirements:

- Associates Degree in Human Resources, Business or related field (preferred)

Experience and Skills Requirements:

- Minimum two years of administrative support experience in office environment required.
- Experience in Human Resources preferred
- Proficient knowledge of Microsoft Office (Microsoft Excel in particular) and ease in adaptation to new technology
- Outstanding communication and interpersonal skills to be able to work with various departments and foster teamwork.
- Attention to detail and a high level of accuracy
- Must be flexible, well-organized, and able to manage different projects concurrently and often under pressure; able to set priorities and manage time effectively
- Ability to work independently with minimal supervision.
- Gather and analyze information skillfully.
- Problem-solving and decision-making aptitude
- Demonstrate resourcefulness and initiative.
- General knowledge of state and federal labor laws governing employment

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment.
Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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