



POSITION DESCRIPTION

POSITION:	HR Coordinator – Hybrid remote
BENEFITS:	Prorated Vacation/Sick Accrual
PAY RATE:	\$25-\$30 per Hour, Depending on Experience
DEPARTMENT:	Administration
REPORTS TO:	Director of Finance
DESIGNATION:	Full-Time, Non-Exempt
HOURS:	40 hours per week, Monday-Friday
TO APPLY:	Send resume and cover letter to Jenniferh@sucasadv.org

POSITION SUMMARY

Under the direction of the Director of Finance, and guidance from an HR consultant, the **HR Coordinator** will serve as the primary point of contact for internal and external constituents on all personnel matters. The HR Coordinator oversees and assists with human resources, safety programs, operational activities, organizational compliance with policies and procedures, and administrative functions. In a secondary role, the HR Coordinator will provide administrative support, including scheduling, logistics, and front office coverage.

Key Competencies

- Serves as the primary liaison for all personnel-related efforts and projects.
- Demonstrates creativity and enjoyment working within non-profit environment, which is mission, results driven, and community oriented.
- Exercises sound judgment in a variety of situations, has strong written and verbal communication, administrative, and organizational skills, and maintains a realistic balance among multiple priorities.
- Works independently on projects, from conception to completion, and must work effectively under pressure to handle a wide variety of activities and confidential matters with discretion and professionalism.
- Performs quality work within the deadlines, with or without direct supervision.
- Works effectively as a team contributor and independently on various assignments to ensure progress of the Human Capital initiative portion of the Agency Strategic Plan.
- Communicates and coordinates work efforts with others, and accepts constructive feedback.

Duties and Responsibilities

Human Resources and Management

- Oversees compliant lifecycle management, from hiring through separation. This includes drafting job postings and current job descriptions, reviewing résumés, screening, coordinating and scheduling interviews with applicants and interview panel, conducting reference checks and verifications of employment, preparing conditional offers of employment, processing Live Scan background checks, orienting new staff, assigning and collecting keys and passwords, conducting exit interviews, sending benefit information, and retaining appropriate records.
- Evaluates and implements all human resource department policies and procedures, including Employee Handbook, Safety Guidelines, and Procedures includes creating a more equitable and inclusive culture.
- Oversees recruiting and onboarding, and ensures complete, accurate, and confidential employee records, such as new hire information and changes in employment status.
- Assesses and updates employee job descriptions, interview questionnaires, processes, and procedures.

- Oversees open enrollment, health benefits, staff-training plans, and performance evaluations.
- Oversees current staff certification, documentation and ensuring compliance and tracking of all contractual requirements for personnel, such as 40-hour domestic-violence training, CPR and First Aid certification, Civil Rights Training, current insurance coverage, and HR trainings.
- Responds to employee inquiries and resolves issues in a timely and professional manner.
- Oversees, develops, and trains management on documentation, disciplinary action, termination procedures, and other HR functions including compliance, and reports concerns to Director of Finance.
- Serves as agency Safety Specialist (and ensures IIPP is in place), enforces bi-annual workplace safety meetings for all sites; presents in-service training for staff on safety issues; ensures appropriate emergency response procedures and teams are in place.
- Follows and maintains OSHA recordkeeping of all occupational injuries and illnesses
- Attends monthly Director's and Leadership Meetings, as requested.
- Other duties as assigned.

Daily Operations

- Checks emails, voice – mails and messages, prioritizing urgent matters and arranging daily tasks according to pre-scheduled meetings and appointments.
- Meets with Directors, Managers and Supervisors to discuss staffing needs, compliance and performance issues, provides coaching when necessary.
- Creates and places job ads on a variety of platforms, screens candidates and schedules interviews.
- Ensure compliance with local, state and federal laws using webinars, research, HR consultant and insurance representatives as support.
- Maintains agency master calendar and staff directories, includes registering staff for trainings and conferences as needed.
- Handles and analyzes office-worksites protocols, including worker protection policy.
- Maintains agency's personnel files. Directs agency's recordkeeping, including retention policies, protection, retrieval, transfer, and disposal of records.
- Represents agency and attends meetings as necessary.
- Responsible for working in conjunction with Administrative staff to open and close the Administration Office.
- Assists in answering telephone calls, handles crisis and inquiry calls, and makes appropriate referrals when back up is necessary.
- Assists "walk-in" clients and maintains the walk-in log when back up is necessary.
- Additional duties and special projects as assigned.

MINIMUM QUALIFICATIONS

- A minimum of three years of human-resource and administrative experience, or equivalent combination of education and experience. Experience working in the field and/or at a non-profit highly desirable, Certification in Human Resources, and Bachelor's Degree in Human Resources or a related area are highly preferred.
- Bilingual in English and Spanish preferred, but not required.
- Completion of state certification in the 40-hour, DV-victim-services training within 90 days of employment.
- Excellent organizational and project-planning/management skills, including the ability to implement and prioritize multiple tasks and/or projects with excellent detail-orientation.
- Excellent verbal and written communication skills and telephone etiquette.
- Must be able to work under pressure at times, handling a wide variety of tasks and matters with discretion and confidentiality.

- Advanced Computer Skills—Windows Operating System, Microsoft Office Suite, and Outlook required.
- Ability to work independently and cooperatively as a team member.
- Ability to be flexible with work settings, schedules, responsibilities, clients, and colleagues.
- Demonstrated leadership and administrative skills to maintain working relationships with all managers, staff, and volunteers.
- Valid CA driver's license, own vehicle, and auto-liability insurance required.
- Ability to clear state and FBI criminal background check.
- Has not been a resident of a domestic violence shelter or in a domestic-violence relationship for five years.

This job description describes the general nature and minimum level of work; this is not all-inclusive, and does not include all position duties, responsibilities, and required skills. *Su Casa ~ Ending Domestic Violence* reserves the right to modify job duties in its sole discretion. This job description does not constitute a written or implied contract of employment or otherwise alter any employee's at-will status.

EQUAL EMPLOYMENT OPPORTUNITY Su Casa ~ Ending Domestic Violence is proud to be an equal opportunity employer committed to diversity in the workplace. Su Casa prohibits discrimination and harassment of any type, and affords equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, veteran status, or other protected characteristic. Moreover, Su Casa will conform to the spirit, as well as the letter, of applicable law. Administration will provide a copy of this policy upon request.