



Poverello House

Title: Human Resources Specialist

Hours: Full-Time (non-exempt)

Reports To: Chief Executive Officer

Purpose: Act as the primary driver for Human Resources (HR) duties in the organization.

Job Responsibilities and Duties

- Serve as a link between management and employees by handling questions, interpreting, and helping resolve work-related problems.
- Develop policies for the organization and ensure that all legal standards are being met by the organization.
- Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Work with Executive Team to identify staff vacancies, develop job descriptions, recruit, interview, and select quality applicants for the next step in the process.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Drive the onboarding process including new employee orientation, signing up for applicable benefits, completing hiring paperwork, and be the direct contact for all employees moving forward.
- Ensure that new HR requirements are being followed, review the employee handbook annually, and ensure that all HR legalities are being followed in all organizational functions.
- Ensure that Human Resources consulting is accessed when legal or other HR policy input is required.
- Be the lead staff associated with Workman's Compensation.
- All other duties as assigned.

Qualifications

- Bachelor's degree in Business Administration, Human Resources, or applicable field (experience may be substituted for education)

- At least 2 years of experience in the Human Resources field
- Excellent communication skills; both verbal and written
- Ability to multi-task and work well under pressure
- Proven ability to work independently with guidance
- Reliable transportation, insurance coverage and valid driver's license
- Proficiency in the Microsoft Office Suite, Outlook (E-mail)

Preferred

- Professional certification(s) in Human Resources (APHR, PHR, SHRM-CP, etc.)
- Experience working in a non-profit organization
- A knowledge of homelessness, Poverello House programs and the needs of the community

Compensation

- \$20.00-\$26.00/hour (range dependent upon education, experience, and certifications)
- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, paid sick time (per applicable laws, plus accruals)
- Medical/Dental/Vision Benefits (80/20 employer/employee pay)
- Retirement benefit through SIMPLE IRA plan with 3% employer match
- Employee Assistance Program
- Flex Spending Account available
- Life insurance plan benefit
- Mileage reimbursement at Federal reimbursement rate

If interested in the position, please send a resume to zdarrah@poverellohouse.org