

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## HUMAN RESOURCES GENERALIST- KIT

### POSITION SUMMARY:

Assists in the day-to-day operations of the Human Resource office. Assist in the administration of the Human Resources policies, procedures and programs.

### POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Salary:
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Human Resources Manager
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- This role is primarily responsible for managing agency's pool of on-call employees through employment lifecycle including assisting with recruitment, on-boarding, training, performance management and scheduling.
- Coordinate with site managers at multiple locations to determine coverage needs and schedule staff from pool of available candidates on a weekly basis.
- This position requires someone who is flexible with their schedule and is able to be available to take calls after hours from managers requesting coverage.
- Detailed individual who can work well under pressure and remain calm.
- This individual must be organized and able to prioritize tasks.
- Must be able to work well with a wide range of managers and maintain a pleasant and professional demeanor.
- Other duties include assisting with Workers' Compensation claims and administering FMLA/CFRA and other medical leave of absences.
- Responsible for all human resource activities to include but not limited to: recruitment and retention, compensation, labor relations, benefits, training and development, worker's compensation, unemployment insurance, disability, leave of absences.
- Oversees and coordinates all human resource administrative procedures and documentation processes, in accordance with all applicable federal and state regulations and Agency policy.
- Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications and conduct new employee orientations.
- Develop and maintain relationship with employment agencies, universities and other recruitment sources.
- Serve as backup for Kidango Internal Temp program. Provide staff with hands on support and manage staffing requests from center locations.
- Maintain job documentation, job description and job evaluation systems.
- Administer and explain benefits to employees, serve as liaison between employees and insurance carriers.
- Recommend, develop and schedule training and development courses.
- Provide advice, assistance and follow-up on company policies, procedures, and documentation.
- Coordinate the resolution of specific policy-related and procedural problems and inquiries.
- Maintain human resource databases, computer software systems, and manual filing systems.
- Develop and recommend operating policy and procedural improvements.

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- A.A. degree required, BA highly preferred.
- Prior recruiting experience in early childhood education field is highly desirable.
- Bilingual Spanish/English fluency required.
- Knowledge of and experience in compensation practices, labor law, staff orientation, and staff recruitment preferred.
- Minimum of 2 years of experience in similar or related position preferred.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.