

Human Resources Assistant



CLASSIFICATION: Non-Exempt

WORK SCHEDULE: Full-time, typically M-F, 8am -5pm

PAY/SALARY: \$15 - \$16.25 per hour, DOE

LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications for a full-time **Human Resources Assistant** to join our Human Resources Department in Salem.

FBB is a nonprofit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "*Keeping Children Safe and Families Together*" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Are you service oriented? Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. ***Join our HR team!***

Job Summary

As part of the Human Resources team, the Human Resources Assistant assists the Human Resources & Operations Director with recruitment/interviewing, training, benefits administration, preparing and processing HR-related documents, safety, HRIS and payroll, safety, workers' compensation, leave administration, and governmental regulatory compliance. Frequently interacts with all levels of staff and vendors in a confidential and diplomatic environment. Offers superior and supportive customer service to employees, supervisors, managers by thoughtfully and thoroughly answering questions and providing solutions. As with all staff at FBB, this person is expected to be a strong contributor to a positive, supportive, and productive workplace culture characterized by teamwork and mutual respect in furtherance of our mission.

Essential Duties & Responsibilities

- Answers employee questions regarding human resources benefits, employee leaves, policies, and procedures.
- Supports recruiting, onboarding and offboarding processes which include processing new hire paperwork, and process all required background and driving record checks.
- Responsible for the creation, maintenance and accuracy of personnel records into HRIS to include: new hires, terminations, salary changes, and organizational changes and uses report writing in features in HRIS to report HR data to Director.
- Create and maintain current and former employee personnel and confidential records.
- Assists in conducting new hire orientations to introduce FBB, HR policies and procedures, and employee benefits to new employees.

- Assists with benefits administration, 401k retirement plan administration, open enrollment, and collaborate with finance department with insurance bill reconciliation.
- Drafts correspondence as needed for both internal and external use.
- Conducts research, gathers and compiles data, and completes various surveys and reports as required. Assists with audits as required.
- Assists with the management of workers compensation, processes unemployment reports, and claims, and employment verification requests.
- Remains current on legal requirements and employment compliance topics such as equal employment opportunity, disability accommodations, family medical leave, wage and hour, benefits administration, safety, workers' compensation, etc.
- Assists with the development and maintenance of active and meaningful HR sponsored events, safety, recognition, and wellness programs.
- Safeguards the confidentiality of departmental and office administration by exercising discretion in communicating information to staff and handling departmental records and files, personnel actions, performance evaluations, promotions, and similar confidential materials.
- Maintains a safe and clean work environment and performs other duties as assigned.

Minimum Qualifications

- Minimum of two years of college or associate degree in Human Resources, business, or related field. Bachelor's degree in Human Resources, Business, or related field preferred. SHRM-CP or PHR certification encouraged.
- Minimum of two years of Human Resources experience. A combination of education, training, and experience will be considered.
- General knowledge of federal and state employment laws and human resources practices.
- Ability to work effectively in a team environment and to promote positive, forward-thinking, and a strength-based culture.
- Possess strong organizational, attention to detail, analytical, and problem-solving skills.
- Excellent customer service, verbal, and written communication skills; ability to effectively communicate and work as a team with diverse staff, board members, volunteers, vendors, and partners.
- Must possess a positive, professional, and "can do" attitude.
- Takes the initiative, self-motivated, and is proactive. Willingness to take on routine tasks concurrent with ability to accept complete responsibility for projects.
- High proficiency in MS Outlook, Excel, Word and PowerPoint, and Human Resources software. Ability to learn new programs required for the position. Ability to develop and manage procedures and systems based on best practices.
- Ability to prioritize and handle multiple, concurrent projects or assignments.
- Ability to analyze situations and to use independent judgment to address and solve problems. Ask for guidance and assistance where needed and escalate HR concerns to Director.
- Ability to maintain confidentiality and handle such information appropriately and high level of discretion.

- Ability to contribute to a positive and professional atmosphere at FBB and promote caring, calm, and respectful interactions with families, children, volunteers, interns, and staff of Family Building Blocks.
- Must maintain discretion and respect the confidentiality of information about volunteers, donors, enrolled families, personnel issues, and other program operations.
- On occasion, be able to work early mornings and evenings as needed.
- Bilingual Spanish and English strongly preferred.

Additional Eligibility and Qualifications

- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.
- Mandated Reporter - Report all cases of suspected abuse and neglect per Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria, and valid auto insurance is required.
- Employees must sustain a drug-free and acceptable criminal record throughout their employment at FBB.
- Must obtain First Aid/ CPR card and Food Handler's card within 30 days of employment.
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- Enrollment in Child Care Division Central Background Criminal History Registry.
- Ability to complete training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect" within 30 days of employment.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background Registry, review of an acceptable driving record, and a negative drug screening.

APPLICATION DEADLINE: Until finalists are selected, review of applications will begin 09/26/19.

HOW TO APPLY

Applicants should submit a current resume and cover letter describing their interest, relevant experience, and qualifications to jobs@familybuildingblocks.org.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO and ten holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.