

POSITION TITLE: Human Resources Specialist

PRIMARY SUPERVISOR: Director of Human Resources

DEPARTMENT: Human Resources

SUPERVISES: N/A

STATUS: Full-Time, Non-Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

POSITION DESCRIPTION: HR Specialist must adhere and apply to the agency policies and procedures, code of ethics, Office of Refugee and Resettlement (ORR), Federal regulations, State mandates. The Flores Settlement Agreement, Trafficking Victims Protection Reauthorization Act, Perez-Olano Settlement Agreement, and the Violence against Women Reauthorization Act.

HR Specialist to support the human resources department. In this position, you will create new employee packets, manage employee records, organize and update files, and prepare reports. On a daily basis, you will answer phone calls, handle scheduling and ensure the office calendar is current, and perform other administrative tasks as needed.

REQUIREMENTS & QUALIFICATIONS:

- Associate or bachelor's degree in human resources or a related field a plus
- 1+ years in human resources preferred
- Proficient with Microsoft Office applications
- General knowledge of employment laws and best practices
- Excellent communication and organizational skills
- Proven work experience as an HR Specialist or HR Generalist
- Knowledge of Applicant Tracking Systems
- Solid understanding of labor legislation and payroll process
- Familiarity with full cycle recruiting
- Excellent verbal and written communication skills
- Good problem-solving abilities
- Team management skills

DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

- Prepare and review compensation and benefits packages
- Administer health and life insurance programs
- Implement training and development plans
- Plan quarterly and annual performance review sessions
- Inform employees about additional benefits they're eligible for (e.g extra vacation days)
- Update employee records with new hire information and/or changes in employment status

- Maintain organizational charts and detailed job descriptions along with salary records
- Forecast hiring needs and ensure recruitment process runs smoothly
- Develop and implement HR policies throughout the organization
- Monitor budgets by department
- Process employees' queries and respond in a timely manner
- Stay up-to-date and comply with changes in labor legislation

CONFIDENTIALITY AND PRIVACY

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

HEALTH SCREENING REQUIREMENT

All direct staff have proof of immunity to vaccine-preventable diseases transmitted by the respiratory route.

- Varicella 2 doses (at least 4 weeks apart) or born in the United States before 1980 with a reported history of chickenpox (verified by an adult present at the time of illness) or titers indicating varicella immunity or documentation from healthcare provider verifying the previous infection.
- MMR (Measles, Mumps, and Rubella) 2 doses (at least 4 weeks apart) or titers indicating immunity to all three diseases.
- DTaP (Diphtheria, Tetanus, Pertussis) complete primary vaccination series completed at childhood, 1 TDap dose in adulthood.
- Influenza, 1 dose annually during flu season.
- COVID-19 vaccination – fully vaccinated against COVID-19 (two doses of Pfizer-BioNTech; or two doses of Moderna; or one dose of Janssen), with booster shot (Pfizer-BioNTech, Moderna, or Janssen).

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line HR Specialist.