



Job Description

Position: Human Resources Specialist

FTE: .6 - .8 (24-32hrs/week)

Pay Rate: \$26 - \$30/hour

Anticipated Start Date: 5/1/2025

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health, and occupational and physical health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Human Resources Specialist is responsible for leading and administering human resources activities including employment policies, procedures, staff recruitment, and retention activities and clinician credentialing. This position works closely with the Executive Director, Program Managers, payroll staff and the Development Manager.

Qualifications: BA or BS in business administration and/or a minimum of two years of relevant experience as a human resource specialist. Excellent written and verbal communication skills required. Ability to maintain confidentiality is essential. Ability to make sound decisions, function as a team member, maintain a sense of humor, and relate well to others is also essential for this position.

Responsible to Whom: Reports directly to the Executive Director and is a member of the Administrative Support team.

Responsibilities:

1. Oversee all Human Resource activities and Personnel files.
2. Manage recruitment advertising.
3. Oversee preparation and updating of employment and change of status agreements for all staff.
4. Orientation of new and substitute employees and interns, including processing, tracking, and filing all required paperwork.
5. Conduct exit interviews for terminating staff.
6. Document incidents and injuries, and submit workers' compensation claims as appropriate.
7. Make recommendations to Executive Director regarding selection and implementation of insurance and benefit programs related to facility, staff, board, and volunteers. Work with vendors to procure adequate and cost-effective policies and/or services.
8. Manage and track staff health insurance enrollment and work closely with Payroll staff to ensure correct payroll deductions.
9. Manage and track credentialing and licensing of licensed clinicians, Qualified Mental Health Professionals (QMHP), Qualified Mental Health Associates (QMHA), and Certified Occupational Therapy Assistants (COTA).
10. Respond to employment inquiries from external sources i.e., Employment Division, financial institutions, prospective employers, etc.
11. Maintain working knowledge of laws and regulations pertaining to Human Resources and Personnel Management.
12. Monitor updating position descriptions, as well as the organizational chart to reflect current positions and personnel.
13. Periodically review all recruitment and hiring procedures and propose changes as appropriate.
14. Update personnel policies and procedures in collaboration with Executive Director, Program Managers and the Personnel Committee of the Board.
15. Support staff welfare and appreciation activities.
16. Contribute to a positive team environment by fostering an atmosphere of respect, cooperation, and professionalism.
17. Other related services as assigned.

General Performance Requirements:

- Demonstrated ability to communicate with credibility and confidence, in both written and verbal form.
- Demonstrated ability to interact effectively and collaboratively with diverse individuals or groups using creative problem-solving skills.
- Demonstrated project management skills.

- Ability to establish and maintain effective working relationships with agency personnel, parents, students, clients, and the public. Work collaboratively as a team member.
- Respect confidential information and the privacy of students, staff, clients, and parents.
- Qualified Entity Designee (QED) with Oregon Criminal History & Abuse records Database Systems (ORCHARDS), or the ability to obtain certification within six months of hire.
- Attention to detail.