



## Human Resources Associate/Recruitment Specialist

At **Children's Health Council (CHC)**, we've been helping children, teens and families for 60 years. Our Center, two schools and a Community Clinic, serve families in the Silicon Valley as well as the greater San Francisco Bay Area. Our areas of expertise include learning differences, anxiety and depression, ADHD and Autism. We also provide excellent community education services and parent consultations.

At CHC, we uncover a world of promise and potential in every child. Using a personalized approach, we help your children become happier, more resilient and more successful. Our employees are encouraged to bring their ideas, experiences and perspectives, gleaned from their varied backgrounds, to the workplace. We strive to create an environment in which all employees can contribute to their fullest potential to make an impact in the lives of the children we help.

### HUMAN RESOURCES ASSOCIATE/RECRUITMENT SPECIALIST

#### Job Summary:

Under the general supervision of the Director of Human Resources, an employee in this role supports all employees at CHC by performing various HR generalist responsibilities with an emphasis on recruiting. HR generalist responsibilities include covering new hire orientations, benefits, updating and maintaining employee records, maintaining mandatory lesson process, preparing reports, processing payroll and other assorted HR duties.

#### Essential Functions:

##### Recruiter

- Develop and implement overall recruiting strategy and specific recruiting strategy by division.
- Develop (when necessary) and update job descriptions and job postings.
- Research best recruiting sites for specific jobs.
- Source and recruit candidates by utilizing social media, posting openings in online venues and with professional organizations, college job boards and in other position-appropriate venues. Network through industry contacts, association memberships, trade groups, social media and employees.
- Attend appropriate career fairs for recruiting and company recognition.
- Screen candidates' resumes and job applications.
- Provide analytical and well-documented recruiting reports to HR Director.
- Act as a point of contact and build positive candidate relationships during the selection process.
- Efficiently and effectively fill open positions.
- Conduct follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Develop a pool of qualified candidates in advance of need.
- Research and recommend new sources for active and passive candidate recruiting.
- Participate in interviews if requested.
- Promote agency's reputation as excellent place to work.



### **HR Support**

- Act as first contact for staff questions. Exhibit superior customer-service skills and ensure that all staff feels welcome to approach HR with questions and concerns.
- Assemble new hire packets and maintain all employee forms and supplies. Stay current on employee files.
- Follow new staff through new hire paperwork process. Ensure that all paperwork is completed, entered and tracked. Maintain efficient system of tracking missing paperwork and ensure appropriate reminders are sent. Prepare new hire files.
- Meet with new staff when they arrive and review materials and processes with them. Explain the relationship we have with Insperty and the enrollment process, including benefit enrollment for eligible staff. Enroll all new staff into the Insperty system and monitor the process to ensure completion. Send reminders to staff so enrollment deadlines are met.
- Review the TimeStar attendance system with new staff and their responsibility to maintain their timesheets, account for time off, etc. Review processes if needed.
- Assist HR Director with new hire orientations.
- Assist HR Associate process payroll bi-weekly. Communicate with managers and staff ahead of payroll to ensure all information in the time and attendance system (TimeStar) is accurate and complete.
- Manage online training system, Relias Learning, enrolling all new staff and assigning appropriate required courses.
- Monitor fingerprint and TB testing for all new staff and maintain records. Monitor current staff for repeat TB testing and send reminders as needed.
- Oversee and maintain the employee licensing and credentialing files. Ensure that licenses and credentials are kept current by advising employees and managers of relevant deadlines.
- Assist with annual open enrollment for benefit plans.
- Process employee terminations. Inform Insperty payroll of termination date, supplying them with accurate payout information. Inform IT and internal CHC staff of terminations.
- Ensure federal and state legal postings are placed throughout agency.
- Assist HR Director and HR Associate with additional projects as needed.
- Perform other related duties as required and assigned.

### **Accountability:**

- Consistent, reliable attendance, able to follow instructions and complete work in a timely, accurate and thorough manner meeting all CHC and external deadlines.
- Maintain employee files so that they are current and compliant with federal and state laws.
- Ensure that resumes received are routed to hiring managers within 24 hours of receipt.

### **Qualifications/Guidelines:**

- Ability and interest to learn state and federal laws pertaining to Human Resources.
- Identify and resolve problems in timely manner and gather and analyze information skillfully.
- Ability to speak clearly and persuasively in positive or negative situations. Ability to write clearly.
- Ability to prioritize and plan work activities and use time efficiently.
- Excellent customer service skills and ability to interface with employees at all levels in the agency. Exhibit a professional manner in dealing with others.
- Ability to work accurately and effectively under time pressures and constraints.



**Education/Training:**

- BA/BS and at least 2 years of recruiting experience (preferably in education or healthcare) and 2 years of HR generalist experience or commensurate experience and skill.

**Knowledge/Skills/Abilities:**

- Proficient in Word, Excel, PowerPoint and database systems. Extreme accuracy and attention to detail is required.
- Possess outstanding judgment and strong interpersonal skills.
- Take initiative to recommend process improvements.
- Must be self-motivated and able to work without constant supervision.

**Physical Requirements:** Employee is required to stand, walk, sit and use a computer. May occasionally be required to lift and/or move up to 25 lbs.

**Special Job Requirements:** This position requires the ability to manage extremely confidential and sensitive information. Employee must exercise discretion at all times to keep all information confidential. Through use of the agency's professional development fund, the employee may be required to take seminars and workshops to learn federal and state employment law and current and innovative HR practices and procedures. Employee will be expected to continue to learn and grow in the field of Human Resources.

**Contacts with Others:** Must be able to communicate effectively with all staff members, consultants, outside vendors and companies requesting employee information. Must act professionally and provide responsive, excellent customer service.

**To apply, please forward your cover letter and resume/CV to [jobs@chconline.org](mailto:jobs@chconline.org) and reference "Human Resources Associate/Recruitment Specialist" in the subject line of your email.**

*Children's Health Council (CHC) supports workforce diversity. We are an Equal Opportunity Employer and believe in treating each employee and applicant for employment fairly and with dignity. We will provide employment opportunities without regard to race, religion, color, creed, national origin, gender, orientation, age, disability, medical condition, marital status, veterans' status or any other classification protected by employment discrimination laws. When necessary, CHC also makes reasonable accommodations for employees with disabilities in accordance with individual needs, business realities and applicable laws.*