



POSITION TITLE:	Human Resources Specialist
REPORTS TO:	Executive Director
CONDITION OF EMPLOYMENT:	Permanent, Contingent upon funding
SUPERVISES:	Interns and Volunteers
WORK HOURS:	Full-time, As needed, Must Be Flexible
TRAVEL:	Occasionally for training
SALARY:	40-50 K per annum + Benefits, Commensurate With Experience And Education

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**This position is a shared position between two great community organizations: La Casa, Inc. and Community Action Agency of Southern New Mexico. The selected candidate is expected to complete the duties below for both organizations.**

**Responsibilities:**

- Maintains, Develops and Updates uniform personnel policies and procedures
- Recommends and Informs employees when policies are updated or changed
- Creates and Updates position descriptions as necessary
- Confers with the Executive Director and/or Organization Leaders regarding HR needs and/or concerns
- Recruits for vacant positions, coordinates interviews of applicants in conjunction with Department Supervisors
- Develops an onboarding process for all newly hired employees
- Organizes timely orientation sessions for new employees ( by engaging leadership and middle management) as well as provide annual updates for all employees
- Ensures hiring/termination paperwork is complete
- Organizes and maintains personnel and volunteer files
- Coordinates and Tracks staff and volunteer in-service training schedules
- Maintains and tracks employee and volunteer performance (along with Volunteer Coordinator)
- Develops a unified internal tool for internal interviewing process made up of employee/volunteer committees
- Verifies employment with outside agencies, drug testing and background checks, as required, and checks references before making an offer
- Shops and Negotiates insurance policies including health, life, liability, worker's comp, etc.
- Maintains insurance paperwork and Serves as the liaison between insurance companies and agency needs
- Reviews and Maintains retirement paperwork
- Coordinates and Provides training for Employees and Supervisors
- Ensures Supervisors complete and submit annual performance evaluations in a timely manner
- Maintains records of trainings to ensure grant compliance requirements and expectations
- Responsible for ongoing trainings that address topics such as but not limited to: Sexual Harassment, FMLA, Safety in the Workplace, Developing Effective Leadership/Management Skills
- Receives, Investigates, Reports and Processes grievances and complaints from employees, volunteers and interns
- Mediates and Uses appropriate trauma-informed conflict resolution with volunteers and staff
- Assists the Executive Director in resolving employee relations affecting employee morale
- Motivates the workforce to perform at their best
- Plans fun activities to foster team spirit of the workforce and volunteer base
- Serves as the backup Payroll Administrator
- Facilitates monthly employee meetings; Records and Makes minutes available in a timely manner
- Stays up-to-date on the monthly employee on-call schedule, along with the Clinical Director
- Can be called upon to help resolve client conflict in coordination with Department Supervisors
- Attends meetings and presentations internally and throughout the community, as appropriate



- Responsible for ongoing professional development including keeping abreast of trends and developments regarding Human Resources Management
- Maintains and Fosters the highest level of ethical integrity
- Works in a team fashion with all departments and the community
- Develops, Implements and Conducts an agency safety program
- Researches and Recommends compensation range for every position
- Tracks leave and worker's compensation claims and outcomes
- Tracks and Reports periodically the impact of overtime hours
- Reports on financial and productive impact of leaves and worker's compensation adverse effects
- Develops a robust employee performance management system
- Monitors employee/volunteer tardiness and attendance along with Department Supervisors
- Recommends new employee benefits as necessary
- Ensures compliance with federal, state, county and local laws
- Maintains board documents and files
- Tracks board special occasions
- Works closely with the Fiscal Director
- Responsible for developing, coordinating and implementing "Agency Retreats" that will include staff, board members, volunteers and interns
- Must be able to exercise independent judgment within scope of authority and Perform all duties with minimal supervision
- Understands, Accepts, Implements and Promotes La Casa, Inc.'s and Community Action of Southern New Mexico's Agency Mission Statement, Program Goals, Vision and Objectives
- Periodically Surveys employees and volunteers to determine needs and satisfaction
- Other duties as assigned.

#### **Qualifications:**

- Bachelor's Degree in HR or Business Administration preferred
- 3 to 5 years related experience in Human Resources Management
- Knowledge of Federal and State of New Mexico laws, regulations and guidelines including but not limited to EEOC, ADA, FLSA, FMLA, COBRA and OSHA
- Experience writing and implementing policies
- Knowledge of office skills which includes the following, but not limited to: Microsoft Office Suite, Spreadsheets, Record Keeping, Filing, Emailing and Faxing
- Experience in compensation, employee relations, recruitment, organizational behavior, employee development and employment law
- Bilingual English/Spanish a plus
- Warm, empathic, objective, detail-oriented and non-judgmental with demonstrated ability to maintain healthy boundaries with employees and volunteers
- Strong facilitation and conflict resolution skills and the ability to negotiate between diverse perspectives
- Ability to communicate effectively verbally and in writing
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification preferred
- Former victims of abuse that meet all of the requirements above are encouraged to apply.

**The selected candidate will have to successfully complete security clearance and drug testing. This is an at-will position.**