

PART –TIME HR SPECIALIST

(Flexible Hours, Remote)

Allies In Caring, Inc. is a multicultural non-profit organization dedicated to helping underserved individuals who have emotional and behavioral problems move toward recovery, health, and greater independence through counseling, education, and community support. We specialize in providing services to deaf and hard-of-hearing individuals, and immigrant families.

We are seeking a driven and experienced individual to support our recruiting and HR. management efforts, functions include:

1. Ensure that all policies, procedures, and reporting requirements for staffing and other HR functions are followed in compliance with organizational, legal and government requirements and reporting regulations.
2. Recruit, interview, test, and assist supervisors and office staff as necessary with selection of qualified employees to fill vacant positions.
3. Maintain appropriate records: prepare job offer, background checks, promotions, transfers, performance reviews and terminations; and employee statistics as required for government reporting.
4. Assist with HR related issues that may arise.
5. Lead activities that help create positive work environment.
6. Coordinate performance evaluation program to ensure effectiveness and compliance.
7. Provide administrative support to ensure compliance and internal equity.
8. Aid in administering benefits programs such as life, health, dental, and disability insurance, 403b plan, vacation, sick leave, and leave of absence.
9. Prepare employee separation notices and related documentation and conduct exit interview.
10. Prepare general HR reports including turnover, absenteeism, census, etc.
11. Performs related HR responsibilities and special projects as requested.

Education and Experience:

- o 1 year min experience recruiting in behavioral health field (preferred)
- o HR & business management related courses Certification in PHR/SPHR (preferable)

- o Proficient skills in Microsoft Word, Excel, PowerPoint, and Outlook
- o Bilingual with English and Spanish (preferred)
- o Ability to multi-task and work within a team atmosphere
- o Attention to details

If you are interested, please send your resume to hr@alliesincaring.org

Please check our website at www.alliesincaring.org to learn more about us.