



JOB DESCRIPTION

Title: Human Resources Assistant

Reports To: Human Resources Manager

SUMMARY:

An integral part of the Human Resources department at Homeless Prenatal Program, the HR Assistant will provide support to HPP's staff of 80 employees as well as interns and volunteers as required. The HR Assistant will handle a variety of personnel related administrative duties and assist in coordinating HR policies, processes and relevant documents. The Human Resources assistant contributes to the HR department practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of HPP's staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative:

- Assist with day to day operations of the HR functions and duties
- Provide administrative support to the Human Resources Department.
- Maintain accurate and up-to-date employee records and files.
- Periodically audit the HR databases to ensure accuracy.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, performance evaluations, etc.)
- Regularly update employee phone directory, emergency phone tree, and company organization chart.
- Respond to employee requests regarding human resources issues including time sheet support requests, employment verifications, etc.
- Assist in bi-weekly payroll preparation

Benefits Administration:

- Processes enrollments, changes, and terminations of participants in all benefit plans and programs.
- Reconciles monthly billing statements against payroll deductions.

Training and Development:

- Schedules participants into training sessions.
- Tracks participants and training records.
- Enters training records into a database and maintains it.

- Tracks the implementation and accomplishment of Performance Development Goals.

Recruitment/New Hires:

- Support candidate recruitment by posting ads on the Internet in places appropriate to the open position including job boards, college career services offices, professional associations, and on the agency's website.
- Sort and review resumes as they arrive on a daily basis.
- Coordinate communication with job candidates and schedule interviews.
- Make sure that the workspace, computer and other equipment, and computer accounts are ready for the new employee's first day.
- Prepares paperwork required for new hires and establishes personnel files.

QUALIFICATIONS:

- Proven experience as an HR assistant, administrative assistant, or relevant human resources/administrative position preferred.
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Excellent organizational and time management skills
- Experience working with Microsoft Office.
- Able to work in a multi-cultural environment.
- Appropriate professional and personal boundaries and high integrity.
- Team player with strong work ethic.
- Demonstrated ability to be on time and at work when scheduled.

Physical Requirements: TB test required annually. This position requires the ability to work under stress and handle multiple project deadlines. The position may require moderate lifting.

Work Environment: Fast-paced, multi-cultural, collaborative work environment

Hours: 39 hours per week.

FLSA Status: Non- exempt

To Apply: Interested candidates should send a cover letter and resume to jobs@homelessprenatal.org. Please reply with HR Assistant in the subject line. Applications must have the job title in the description and the requested documents to be accepted.

The Homeless Prenatal Program is an Equal Opportunity Employer and is committed to its mission of breaking the cycle of childhood poverty, one family at a time. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment, qualified applicants with arrest and conviction records.

About HPP:

The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization’s inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Childcare Center, Housing Assistance, Emergency Services and Case Management.