

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

HUMAN RESOURCE ASSISTANT

Supervisor: Associate Director

Exempt Status: Non-exempt

Classification: Coordinator III

Terms of Employment: Regular Full-time

Subordinates: none

Job Goal: To assist the Associate Director in ensuring Human Resource functions are completed. Assist the Executive Director through written correspondence, verbal communication, computer entry. To ensure monitoring and communication systems are developed and implemented.

Essential Responsibilities:

1. Ensure that an aspect of the hiring process is completed in a timely manner.
 - a. Advertise positions as directed (internally, externally)
 - b. Check on all interviewees criminal history checks prior to interview, inform interview team of status
 - c. Schedule interviews for Directors/Managers and Policy Council parent (if applicable)
 - d. Ensure hiring packets are ready for interviewers (schedule, applications, interview questions and hiring data sheet)
 - e. Insure that all job descriptions are current and up to date
 - f. Process new staff hiring reports as required by law
 - g. Input, maintain, and file information in employee employment and medical files to ensure they are kept current and up-to-date
 - h. Inform staff of retirement eligibility
2. Assist the Associate Director in coordinating Agency's Staff Training and Professional Development programs.
 - a. Solicit input for staff's training needs and strategic planning goals.
 - b. Utilize the Heads Up Network for Directors as requested and inform them of monthly topics.
 - c. Insure that pre-service & in-service training's meet the needs of all staff.
 - d. Make sure training request process is completed and followed up by all staff
 - e. File staff training requests in their training file
 - f. Track status of staff college course work after the semester/quarter has been completed.
3. Oversee the Agency monitoring and communication systems to ensure that all performance standards are met.
 - a. Ensure that the monitoring system developed is carried out and all documents are received in the main office in a timely manner. Monitor the tools to ensure that follow up occurs.
 - b. Ensure that communication systems throughout the agency are effective, occur frequently and timely.
5. Gather, information and materials for the development of the staff and annual report calendar annually.
6. Develop, maintain and update all files which include: contracts, interagency agreements, grants and facility leases.
7. Attend Board Meetings
 - a. Be responsible for minutes

- b. Submit reports on a timely basis
- c. Prepare notices and agendas
8. Assist the Executive Director in the development and submission of agency grant applications.
9. Assist in preparation of agency budgets prior to submission of individual program grant applications.
10. Assist the Associate Director in processing paperwork and filing needs.

Qualifications:

1. AA/BA in Business or related field with two years Administrative experience.
2. Adequate physical health and T.B. Screen
3. Desire to work with low-income children and their families
4. Adequate means of transportation
5. Word Processing/Excel/Access experience required.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned and requested.
2. Demonstrate familiarity with Personnel Policies, Work Plan and objectives of Head Start and the Home Based Philosophy.
3. Promote positive parent and community involvement in Head Start.
4. Maintain congenial with staff, children, parents and volunteers.
5. Keep current and adequate records and file reports on time.
6. Refer all pertinent information to appropriate staff person..
7. Respect and maintain confidentiality of pertinent information concerning staff and Head Start families.
8. Maintain objectives and professional standards.
9. Improve self-skills and education.
10. Substitute when requested by supervisor
11. And or any other duties deemed necessary by your supervisor.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer