



JOB DESCRIPTION

TITLE: Human Resources (HR) Specialist

REPORTS TO: Human Resources Manager

DEPARTMENT: Human Resources

FLSA Status: To Be Determined; Full Time

The Human Resources (HR) Specialist provides administrative and operational support to the Human Resources Department, with primary responsibility for recruitment coordination, applicant screening, hiring administration, employee onboarding, personnel records, and routine employee services. The HR Specialist works under the direction of the HR Manager and is responsible for completing assigned work accurately, professionally, confidentially, and within established deadlines. This position serves as a welcoming and responsive point of contact for applicants, new employees, and staff while promptly referring complex, sensitive, or policy-related matters to the HR Manager.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES

- Coordinate recruitment activities, including preparing and posting approved job announcements, monitoring applicant pipelines, and maintaining recruitment records.
- Review applications and resumes, conduct initial screening interviews, and identify qualified candidates for further consideration.
- Schedule interviews, communicate with candidates and hiring managers, prepare interview materials, and support a professional candidate experience.
- Complete reference checks and other approved pre-employment steps and promptly report results to the HR Manager.
- Prepare approved offer and hiring materials and coordinate required signatures and documentation.
- Initiate and track background screenings, motor vehicle record reviews, drug screenings, and other required pre-employment processes.
- Coordinate and conduct routine new-hire orientation and onboarding activities using approved materials and procedures.
- Collect and verify new-hire documents and coordinate with supervisors, Finance, IT, and other departments to support employee readiness.
- Track completion of onboarding checklists, required trainings, acknowledgments, and new-hire follow-up activities.
- Create, maintain, organize, and audit electronic and paper personnel files in accordance with organizational requirements and approved checklists.
- Enter approved employee information and personnel changes into HR systems accurately and timely.
- Maintain employee rosters, organizational charts, training records, license and certification records, background renewal dates, and other routine HR tracking systems.



HOMELESS EMPOWERMENT PROGRAM

- Process routine employment verifications and respond to routine employee questions using approved information and procedures.
- Provide administrative support for employee benefits, open enrollment, leave tracking, and wellness initiatives under the direction of the HR Manager.
- Refer complex benefit, leave, accommodation, policy, employee relations, disciplinary, or compliance matters to the HR Manager without providing unapproved interpretation or guidance.
- Provide administrative support for performance evaluations, training activities, employee recognition, and approved engagement initiatives.
- Coordinate employee anniversaries, service recognition, approved staff events, and administrative support for the ICARE Committee or other engagement activities.
- Maintain strict confidentiality and exercise appropriate discretion when handling employee and applicant information.
- Organize and prioritize assigned work in accordance with deadlines established by the HR Manager.
- Maintain an accurate task-tracking system, provide regular status updates, and promptly communicate anticipated delays, missing information, or barriers to completion.
- Complete assigned documents, reports, and follow-up items accurately and submit them within established deadlines.
- Follow established approval processes and refrain from implementing employment-related actions without required authorization.
- Maintain a consistently professional appearance, demeanor, and communication style appropriate for an employee-facing Human Resources position.
- Communicate constructively and professionally with employees, applicants, supervisors, leadership, and external partners.
- Accept direction and feedback professionally, implement requested corrections promptly, and contribute to a respectful, collaborative, and solutions-oriented work environment.
- Support organizational events and special projects as assigned.
- Other duties as assigned by the HR Manager or President & CEO.

KNOWLEDGE, SKILL, AND ABILITIES REQUIRED

- Bachelor's degree specializing in Human Resources, Business Administration, or a related field preferred; an equivalent combination of education and relevant work experience may be considered.
- Minimum of two (2) years of Human Resources, recruiting, onboarding, or related administrative experience.
- Strong knowledge of recruitment, applicant screening, hiring administration, and onboarding practices.
- Working knowledge of general HR practices and the ability to recognize and promptly escalate matters requiring management review or specialized expertise.
- High level of professionalism, discretion, confidentiality, and sound judgment.
- Strong organizational, time-management, follow-through, and attention-to-detail skills.



HOMELESS EMPOWERMENT PROGRAM

- Ability to manage multiple assignments, meet established deadlines, maintain accurate records, and communicate barriers promptly.
- Excellent customer-service, written communication, and interpersonal skills.
- Ability to receive direction and feedback, adapt to changing priorities, and work collaboratively as part of a team.
- Sensitivity to the cultural diversity of clients and employees and the ability to work effectively with diverse racial, ethnic, and economic groups.
- Proficiency in Microsoft 365 and the ability to learn HR information and applicant-tracking systems.
- Experience working or volunteering within a nonprofit organization preferred.
- General knowledge or understanding of CARF accreditation preferred.
- Bilingual in Spanish a plus but not required for this position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- The work environment requires the employee to work both indoors and outdoors in varying weather conditions, including heat, humidity, and dry conditions.
- Requires prolonged periods of sitting, standing, walking, bending, reaching, and stooping, with occasional climbing and the ability to lift and carry up to 35 pounds as needed.
- Must be able to walk and stand on uneven surfaces across multiple campuses and program locations.
- Must successfully pass Level 1 and Level 2 background screenings, motor vehicle record (MVR) review, and pre-employment drug and alcohol screening requirements.
- Occasional local and business-related travel required.
- Occasional evening and weekend work may be required.

The above declarations are not an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. They are only to describe the general nature of the job and be a reasonable representation of its activities. HEP is a Drug Free Workplace and Equal Opportunity Employer.

HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date