

The Order of the Fisherman Ministry Head Start, Inc.

Job description

TITLE OF POSITION: Human Resources Business Partner

***Previous HR Head Start or Non-profit experience preferred.**

This position is organized into major areas of responsibility with the duties detailed under each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. The Program Director will review this position description with the employee upon hiring. Management may revise this description if there are substantial changes in the duties or if management feels there is need for an update.

IMMEDIATE SUPERVISOR: Executive Director

GENERAL SUMMARY

The Order of the Fishermen Ministry Head Start (TOFMHS) will undertake a wide range of HR tasks, like organizing trainings, administering employee benefits and leaves and crafting HR policies. HRBP will use Child Plus Data Tracking System to ensure all employee records are up-to-date and confidential. Also act as the main point of contact for employees' queries on HR-related topics.

ESSENTIAL FUNCTIONS:

- Assist in talent acquisition and recruitment processes.
- Conduct onboarding plans and educating newly hired employees on HR policies, internal procedures and regulations.
- Conduct off boarding interviews for exiting employees.
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
- Promote HR programs to create an efficient and conflict-free workplace.
- Assist in development and implementation of human resource policies.
- Undertake tasks around performance management.
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates.

- Organize quarterly and annual employee performance reviews.
- Maintain physical and digital files for employees and their documents, benefits and attendance records.
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
- Ensure compliance with labor regulations.
- Maintain employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding approved benefit contracts; designing and conducting educational programs on benefit programs.
- Update the employee handbook.
- Attend trainings and conferences as needed.
- Attend Governing Board Meetings.
- Develop reports as needed.
- Provide staff with resources when personnel issues arise.
- Monitor Early Head Start Child Care Partnership Personnel Files for compliance.
- Planning and Organizing benefits meetings/fairs for staff.
- Assist with Payroll management.
- Other duties as assigned.

EDUCATION & QUALIFICATIONS:

- BS/BA in Business administration or relevant field.
- Additional HR training will be a plus.

SKILLS & KNOWLEDGE:

- Proven experience as an HR Generalist.
- Understanding of general human resources policies and procedures.
- Good knowledge of employment/labor laws.
- Outstanding knowledge of MS Office; HRIS systems (e.g. Paycom) will be a plus.

- Excellent written and oral communication skills.
- Aptitude in problem-solving.
- Desire to work as a team with a result driven approach.

A MINIMUM OF 5 YEARS HR EXPERIENCE REQUIRED.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

E.E.O.C. STATEMENT

The Order of the Fishermen Ministry Head Start (TOFMHS) is an equal opportunity employer. It is the policy of TOFMHS not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.

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TOFMHS.....Reaching Children and Helping Families with Excellence and Love

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid jury duty
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

- Day shift
- Monday to Friday

Work Location: In person