

**Human Resources Assistant
Remote- Part Time**

Family & Children's Counseling Services, Inc. is a non-profit family services organization that provides behavior coaching, counseling, therapy, training and Court- ordered services to children, teens, adults, families and school staff.

We are looking for a motivated, organized and detail-oriented person to help manage our most valuable resource: our people. This is a new position with FCCS, as we now need help managing our awesome and growing team!

FCCS employees can apply for Public Service Loan Forgiveness! We are a 501(c)(3) non-profit organization, and therefore qualify as an eligible employer under the PSLF program. Check out the terms of student loan forgiveness at www.studentaid.gov

Must be able to pass background clearances according to law.

Under the direct supervision of the Executive Director, the HR Assistant's responsibilities are as follows:

RESPONSIBILITIES:

- Maintain the confidential nature of client services and files / HIPAA compliance
- Develop a strong understanding of the organization's services and systems
- Learn and implement company Mission, Vision, Philosophy and Values
- Learn and implement Policies and Procedures to ensure delivery of high-quality client care
- Act as a liaison between the organization and external vendors, and between management and staff
- Promote a culture of diversity and acceptance
- Ensure compliance with licensing boards, state, federal, and other regulatory agencies, and the organization's operational standards
- Communicate vision, inspire the team, provide ongoing opportunities for employee / volunteer engagement, keep a finger on the pulse of company culture, and measure overall morale
- Collect and confirm employee hours, PTO, retirement, and company contribution; submit for payroll processing twice per month
- Maintain updated employee / volunteer emergency notification contacts, state licensing and insurance information

- Assist with recruitment, selection, and new hire / volunteer onboarding
- Manage employee / volunteer relations, maintain employee / volunteer celebration and training calendar, and confirm that staff have the resources and support necessary to be successful and happy
- Organize and plan annual company celebration and annual mid-year all-team staff meeting
- Assist with employee / volunteer correctional interventions, following progressive discipline policy, and providing for opportunities for education and growth when possible
- Evaluate and update (when necessary) systems, processes, employee handbook, job descriptions, standardized interview questions, new hire onboarding procedures, job aids, and vendors
- Have the ability to handle issues before they escalate to upper management
- Collaborate with management team to forecast future hiring needs as part of the overall growth strategy
- Create and/or update Employee & Volunteer Spotlights, social media, individual information on company website, and engage in promotional efforts for recruitment, morale, and brand recognition
- Draft memos, proposals, presentations, and various other business documents
- Attend, facilitate, and/or co-facilitate staff meetings and trainings, as scheduled
- Collect data and present reports to Executive Director and/or management team

WORKING CONDITIONS:

- This position may be physically, mentally and emotionally challenging due to sensitive situations and competing demands.
- While performing job duties, the employee will be sitting, standing, reaching and documenting via electronic or handwritten methods.
- A cell phone and computer/ laptop are required, and a stipend is provided to offset the business use of personal electronics.
- This position requires the ability to communicate with staff. Reasonable accommodations may be made to qualified employees to assist them in performing job duties.

QUALIFICATIONS:

- A working knowledge of California employment law is required
- A minimum of a bachelor's degree in business management, human resources, or a related field (or experience equivalent)
- At least one-year experience in a mental health, community services agency, or medical office preferred
- Must be an independent thinker who is not afraid to take initiative and to be an active, contributing member of the management team
- Ability to remain calm, collected, and confident in a busy environment while shifting from one task to the next and back again quickly
- Ability to manage and prioritize multiple competing tasks

- An energetic, collaborative, and forward-thinking attitude
- Emotionally stable to withstand the stress associated with the responsibility
- Physically adaptable to a demanding schedule
- High ethical standards for self, others, and business
- Willingness to take on new roles as business expands
- Must be willing to commit to a minimum of one year with FCCS
- Must be willing to complete a health screening physical examination that includes a drug screen.
- Bilingual, BIPOC, and HU encouraged to apply

Additional Requirements

- Must pass current applicable clearances

Please note: You will need valid U.S. work authorization to join us, as we are not able to offer sponsorship at this time.

FCCS is an Equal Opportunity Employer

Employment opportunities are, and shall be, open to all qualified applicants solely on the basis of their experience, aptitudes and abilities. It is the policy of Family & Children’s Counseling Services, Inc. to grant equal employment opportunity to all applicants and employees without regard to race, color, national origin, marital status, disability, Vietnam Era Veteran status, age, religion, political affiliation, gender or sexual orientation. FCCS is committed to providing a fair, equitable, diverse and inclusive work environment. We welcome candidates that will promote and value diversity and exercise teamwork and collaboration.

FCCS is an equal opportunity employer. Please visit the FCCS website at www.HealPlayLove.org.

Applicants must meet the qualifications stated in job posting.

HOW TO APPLY: Please submit your cover letter, resume and salary requirements (hourly) to hr@healplaylove.org with the subject heading “HR Assistant.” Digital submission should be formatted as one PDF file titled LastName_FirstName.

Job Type: Part-time

FCCS Offers:

Flexible Schedules with Work-Life Balance
 401k (Retirement) Plan
 Professional Development and Training
 Career Growth Opportunities
 Cellphone or Tablet Stipend
 Travel Reimbursement

OFFER ACCEPTANCE (only sign when requested)

I have read and agree to the job description. I am willing to be trained and will comply with the above-mentioned criteria. I will ask my supervisor questions, if I have any.

Signature / Date

Printed Name