Thank you for your interest in Island Senior Resources and the *Human Resource Specialist* position.

Please carefully review all pages in this packet:

1. Position Description
2. Island Senior Resources Application Form
3. Application Release

After reviewing the position description, if you believe you are qualified for this position, please complete the Island Senior Resources application form and application release. Along with the application and application release, submit your cover letter, resume, and two 1-2-page writing samples by email to Cheryn Weiser at **cheryn@islandseniorservices.org**, or mail a hard copy to:

Cheryn Weiser

Executive Director

Island Senior Resources

P.O. Box 939

Freeland, WA 98249

Questions regarding materials may be referred to Cheryn Weiser by email at [cheryn@islandseniorservices.org](mailto:cheryn@islandseniorservices.org) or leave a message at 360.321.1614.

Applications received on or before December 4, 2020 by 5pm will receive first consideration.

*Island Senior Resources is ADA compliant and does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed) or non-religion, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*

**HUMAN RESOURCE SPECIALIST**

**POSITION DESCRIPTION**

**REPORTS TO:** Executive Director

**FLSA STATUS:** Non-exempt, Full-time

**SUPERVISES:** Occasional Volunteers

**SALARY:** $50,000-$55,000 ($24.03-$26.44)

**POSITION SUMMARY:** Manage human resource functions of Island Senior Resources in the effort to create and maintain a high-performance workforce committed to the vision, mission, and equity statements of a major nonprofit organization in Island County, see: [www.senior-resources.org](https://www.senior-resources.org/). Provide communication, recordkeeping, and logistics assistance for the Executive Director.

# **ESSENTIAL JOB FUNCTIONS:**

**Human Resources (80%):**

1. Maintain personnel and benefit records. Participate in the payroll/benefit audit functions as needed.
2. Enter and maintain personnel information and benefits data in computer system. Administer employee records and files.
3. Work with the Executive Director and Finance Director to administer the employee compensation system.
4. Manage health and welfare benefit programs with assistance from insurance broker. Provide benefit information to employees, recommend, and oversee benefit plan changes, and coordinate employee benefit feedback process. Coordinate COBRA administration.
5. Administer worker’s compensation.
6. Administer Employee Assistance Program.
7. Design and execute employee orientation in coordination with the Finance Dept. and the Leadership Team members.
8. Provide consultation to managers and employees regarding disciplinary and other workplace environment issues to assure appropriate resolution related to ISR policy and practice.
9. Assure that performance appraisal formats are updated and carried out on an annual basis.
10. Assure that position descriptions are current.
11. Provide support to managers and directors in hiring processes, including review of final recruitment documents, defining recruitment strategies, drafting job postings, assistance with hiring procedures, and other guidance as needed.
12. Assure that personnel policies and procedures comply with state and federal laws based on consultation with the ISR human resources consultant and legal counsel.
13. Work with managers and employees to assure HIPPA compliance and to resolve issues as they arise.
14. Maintain and regularly update the ISR organizational chart.
15. Oversee and maintain current copies of all employee related forms on the employee website.
16. Assure transfer of printed documents to electronic records relevant to human resources.
17. Assist the Executive Director in formal and informal communication with employees and volunteers related to human resource issues.
18. In collaboration with the Executive Director and Finance Director, establish a streamlined administrative recordkeeping system that is in alignment with the structures and processes of Office 365.
19. Other duties as assigned.

**Board and Community Relations Support (20%):**

1. Conduct professional communications on behalf of the Executive Director to the board, employees, volunteers, and external stakeholders.

* Handle logistics and arrangements with Board of Directors.
* Arrange for internal and external meetings.

1. Assist in planning for professional development and/or organizational planning sessions involving board or staff leadership, employees, and volunteers.
2. Assist in maintaining and updating the board of directors’ manual.
3. Other duties as assigned.

QUALIFICATIONS

***Minimum Education/Experience***

* BA or BS in Human Resources, Human Services, Public Administration, or related fields.
* Minimum of three to five years of experience in human resources related work.
* Demonstrated proficiency in oral and written communication skills.
* Demonstrated proficiency in time and project management skills.
* Demonstrated experience functioning in a collaborative, team-oriented environment.
* Demonstrated experience working effectively with diverse teams and individuals.
* Demonstrated proficiency in the use of the functions associated with Office 365.

***Preferred Education/Experience***

* MA or MS in Human Resources, Public Administration, Public Relations, or related fields.
* Three to five years of experience in human resource management.
* Strong written communication skills, especially in crafting clear, concise communications and presentations.
* Excellent grammatical and proofreading skills.
* Strong verbal communication, presentation (in-person and internet based), phone consultation, and negotiation.
* Any combination of training and*/*or experience that provides the required knowledge and abilities.
* Familiarity and willingness to seek out resources through professional organizations such as SHRM.

***Knowledge, Skills, and Abilities***

* Self-motivated, disciplined, and goal oriented.
* Highly organized with a proven ability to manage multiple projects, meeting deadlines and rapidly changing priorities, and delivering on business agreements.
* Demonstrated ability to develop and maintain effective working relationships and to work effectively with a variety of different types of individuals and personalities from the public to co-workers to board members and representatives of other community organizations.
* Demonstrated ability to communicate effectively verbally, including leading effective meetings, interviewing, and public speaking.
* Demonstrated ability to communicate effectively in a range of written formats, including promotional materials, policies and procedures, orientation and training materials, and project work plans.
* Advanced knowledge of the use of technology to support human resource and administrative functions including MS Office suite.
* Ability to work effectively both independently and as a member of a team.

***Special Requirements***

* Must have and maintain a valid Washington State driver’s license with acceptable driving record.
* Must pass a formal criminal background check as required by RCW 43.43.830.

***Working Conditions***

Ability to carry out work functions at home or in an office setting during the duration of the pandemic. Sufficient mobility is required for movement throughout the office and the use of standard office equipment such as computers, telephones, files, copier, and calculator. Sufficient mobility for driving, deliveries, event production logistics, and ability to lift 30 pounds is required. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required. One of the office locations is on the second floor with no elevator, therefore ability to navigate a full flight of stairs is required.

The successful candidate will be oriented and trained to all aspects of Office 365 to facilitate performance during the pandemic with appropriate office equipment provided by ISR to work from home.

**EMPLOYEE BENEFITS SUMMARY**

Updated: May 2019

**Health Insurance**

Employees who work 30 or more hours/week are eligible for health insurance. Our insurance plan is Premera. The employee contribution is currently $93.09 per paycheck for 1 enrollee and changes annually based on plan negotiations. Fees vary for dependents and families. Those who opt out of our insurance plan and have other coverage will receive a monthly stipend up to $210 to cover that premium (with proof of coverage).

**Vision Insurance**

Employees who work 30 or more hours/week are eligible for vision insurance through VSP.  The employee, any dependents, or the whole family may enroll even if they are not covered by our health insurance.  The monthly fee varies currently from $5.89 for a single enrollee to $15.42 for a family.

**Life Insurance**

Employees who work 20 or more hours/week are eligible for life insurance at no cost to the employee.

**AFLAC**

Employees may choose to enroll in various supplemental policies through AFLAC. Cost varies with each policy.

**Travel Reimbursement**

Mileage for any required travel will be reimbursed at the current government mileage rate.

**Cell Phone Stipend**

Certain positions which require extensive travel or home visits will receive a $25/month cell phone stipend.

**PSLF**

Island Senior Resources meets the Public Service Loan Forgiveness (PSLF) definition of a public service organization.

**\*\*\*Island Senior Resources does not offer retirement plans or dental insurance.**

*The statements contained herein reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. This position description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

***Equity Statement***

*“As an organization serving the essential needs of Island County seniors, adults with disabilities, and those who care for them, Island Senior Resources is committed to inclusion, equity, diversity, and justice.*

*We value, respect, and support individuals of every race, ethnicity, gender identity, sexual orientation, ability, age, socio-economic status, religion, and national origin.*

*We are continually learning and challenging our own assumptions and biases.*

*We invite all members of our community to join us in being informed, active allies, speaking up, acting peacefully, and being in solidarity with the diverse communities that make up the whole of who we are.”*

Employment Application

Position applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please print legibly and complete all application questions fully and accurately, even if you are submitting your resume. Use additional sheets if you need more space. | | | | | | | |
| Name (Last) (First) (MI) | | | | | | | |
| Mailing Address (Street/PO Box) (City) (State) (Zip) | | | | | | | |
| Telephone (Day) (Evening) Email Address | | | | | | | |
| Do you have the legal right to work in the U.S.?  Yes  No*Note: All employment offers are contingent upon proof of eligibility to work in the U.S.* | | | | | | | |
| Are you available to work:  Full-time  Part-time  TemporaryPlease list the hours and days of the week you are available: | | | | | | | |
| Have you ever been dismissed, discharged, fired, or asked to resign from a position?  Yes  NoIf yes, please explain: | | | | | | | |
| Have you been convicted of a felony or released from prison within the last 10 years?  Yes  No*Note: Please explain fully any convictions on a separate sheet. Each case is considered individually. A conviction will not necessarily preclude you from employment; however, failure to disclose convictions can disqualify you from employment. A Washington State Patrol background check will be run as part of the application process.* | | | | | | | |
| EDUCATION | | | | | | | |
| Type of School | School and Location | | | Circle Years Completed | | Degree/Certificate(Year higher level degree earned for verification purposes) | |
| High School |  | | | 9 10 11 12 GED | |  | |
| College or University |  | | | 1 2 3 4 | |  | |
| Graduate School |  | | | 1 2 3 4 | |  | |
| Business or Technical School |  | | | 1 2 3 4 | |  | |
| Other Relevant Training or Courses |  | | |  | |  | |
| LICENSE/REGISTRATION/CERTIFICATE | | | | | | | |
| Description | | State | | Number | | | Expiration |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
|  | |  | |  | | |  |
| EMPLOYMENT HISTORY | | | | | | | |
| Begin with your most recent experience. List all jobs separately (including military) and identify gaps in employment. Do NOT substitute your resume for the information required in this section. You can attach your resume but do NOT write “See resume” in lieu of completing the application. | | | | | | | |
| *NOTE: If you were employed under a different name, please indicate the name:* | | | | | | | |
| From: / / | | | Title: | | Current/Most Recent Employer: | | |
| To: / / | | | Primary Duties: | |
| Hours/Week: | | | Address: | | |
| Supervisor: | | |
| Ending Salary: | | |
| Reason for Leaving: | | |
| May We Contact This Employer? Yes  No | | |
| Supervisor’s Phone #: | | |
| *NOTE: If you were employed under a different name, please indicate the name:* | | | | | | | |
| From: / / | | | Title: | | Current/Most Recent Employer: | | |
| To: / / | | | Primary Duties: | |
| Hours/Week: | | | Address: | | |
| Supervisor: | | |
| Ending Salary: | | |
| Reason for Leaving: | | |
| May We Contact This Employer? Yes  No | | |
| Supervisor’s Phone #: | | |
| *NOTE: If you were employed under a different name, please indicate the name:* | | | | | | | |
| From: / / | | | Title: | | Current/Most Recent Employer: | | |
| To: / / | | | Primary Duties: | |
| Hours/Week: | | | Address: | | |
| Supervisor: | | |
| Ending Salary: | | |
| Reason for Leaving: | | |
| May We Contact This Employer? Yes  No | | |
| Supervisor’s Phone #: | | |
|  | | |  | |  | | |
| *NOTE: If you were employed under a different name, please indicate the name:* | | | | | | | |
| From: / / | | | Title: | | Current/Most Recent Employer: | | |
| To: / / | | | Primary Duties: | |
| Hours/Week: | | | Address: | | |
| Supervisor: | | |
| Ending Salary: | | |
| Reason for Leaving: | | |
| May We Contact This Employer? Yes  No | | |
| Supervisor’s Phone #: | | |
| *NOTE: If you were employed under a different name, please indicate the name:* | | | | | | | |
| From: / / | | | Title: | | Current/Most Recent Employer: | | |
| To: / / | | | Primary Duties: | |
| Hours/Week: | | | Address: | | |
| Supervisor: | | |
| Ending Salary: | | |
| Reason for Leaving: | | |
| May We Contact This Employer? Yes  No | | |
| Supervisor’s Phone #: | | |
| ADDITIONAL EXPERIENCE (volunteer, internships, and so on) | | | | | | | |
|  | | | | | | | |

**Application Release**

* To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at any time.
* I understand that I will be required to provide documentation showing authorization to work in the United States.
* I hereby authorize the company or its agents to solicit information regarding my previous employment, educational background and any other similar background information regarding my character, general reputation and credit, and to contact any previous employers and references I have given on my employment application regarding this information. I authorize all previous employers to furnish the company or its agents with any and all such information as described above that they may have regarding my employment and reason for leaving. I release all parties and persons connected with any such request for information or the furnishing of such information from all claims, liabilities and damages for any reason arising out of the request. If employed, I release the company from any liability for future references the company may provide regarding my work history.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum Qualifications Checklist

Please complete the following checklist.

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS** | **YES** | **NO** |
| I have BA or BS in Human Resources, Human Services, Public Administration, or related fields. |  |  |
| I have minimum of three to five years of experience in human resources related work. |  |  |
| I have demonstrated proficiency in oral and written communication skills. |  |  |
| I have demonstrated proficiency in time and project management skills. |  |  |
| I have demonstrated experience functioning in a collaborative, team-oriented environment. |  |  |
| I have demonstrated experience working effectively with diverse teams and individuals. |  |  |
| I have demonstrated proficiency in the use of the functions associated with Office 365. |  |  |
| I meet all other qualifications (including personal characteristics) listed in the job announcement/description. If not, please describe: |  |  |

*I hereby certify that all statements made above are true and correct.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date