

BROWARD HEALTHY START COALITION, INC.

JOB DESCRIPTION

POSITION: Human Resource Specialist
REPORTS TO: Director of Administrative Services
STATUS: Full-Time/Exempt

Broward Healthy Start Coalition, Inc., (Coalition) is a nonprofit 501(c) 3 corporation located in Fort Lauderdale, Florida that leads a cooperative community effort to reduce infant mortality and improve the health of children, childbearing women, and their families in Broward County.

OVERVIEW

This position facilitates all human resource responsibilities pertaining to creating, coordinating, placing job postings by Broward Healthy Start Coalition, Inc. Acts as the initial contact among potential candidates to sort through resumes, scheduling and conducting initial interviews. They also assist in planning and implementing various training programs, take care of payroll and handle employee relations and exit procedures. Apart from these duties, this position is also responsible for analyzing and maintaining attrition rate employee evaluation and appraisals and complaints and grievances.

BASIC QUALIFICATIONS

- Bachelor's degree in Human Resources or related field or equivalent knowledge gained through combination of education and work experience.
- A minimum of three years professional experience in HR preferably in the non-profit sector.
- Advanced certification, such as Professional (PHR), Senior Professional (SPHR) or Global Professional (GPHR) in Human Resources preferred.
- Experience and working knowledge of interviewing applicants and implementing recruiting strategies.
- Experience working with diverse communities and supporting racial equity.
- Strong experience in writing job descriptions, reviewing job evaluations and conducting compensation surveys.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in computer applications (Excel, Word, PowerPoint)
- Creating a recruitment plan and calendar according to grants / budgets
- Generating official internal documents such as offer letters, appointment letters personnel action forms and warning letters.
- Creating onboarding plans and educating newly hired employees on HR policies and internal procedures
- Maintaining physical and digital files for employees and their documents and benefits
- Collaborating with outside vendors, upper management, and employees to assure benefits are being issued and maintained for employees.
- Evaluating employee performance and appraising their pay scale accordingly
- Taking appropriate disciplinary action against employees who violate rules and regulations and addressing employee grievances.

MAJOR RESPONSIBILITIES

Daily job duties of human resources specialists include:

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
- Assist with processing payroll as needed
- Assist with updating HR Employee Manual
- Assist with creating and maintaining HR Policy Manual
- Assist with writing job descriptions
- Assisting with processing employee grievances
- Maintaining accident records
- Assisting with completing background investigations
- Reviewing benefit invoices to ensure appropriate coverage for all employees
- Assisting with open enrollment once a year
- Conducting training sessions as needed
- Administering on-the-job training programs
- Evaluating the effectiveness of training programs
- Maintaining records of employee participation in all training and development programs.
- Performs other related work and duties as assigned.

Full-time position, Monday through Friday.

SALARY

Starting salary range is \$52K to \$62K annually. The Coalition offers an attractive benefits package that includes paid health/dental/vision insurance, short term and long-term disability insurance, life insurance, paid annual and sick leave, employer contribution to 403B after three month waiting period.

Email resume, cover letter and salary requirement to careers@browardhsc.org. Resumes will be accepted until position is filled. Broward Healthy Start Coalition, Inc. requires all new hires pass a local and national Level 2 criminal background check prior to being hired. We are an Equal Opportunity Employer. Visit us online at www.browardhsc.org.