

ORGANIZED COMMUNITY ACTION PROGRAM, INC.
HEAD START & EARLY HEAD START

HUMAN RESOURCE ASSISTANT

Supervisor: Human Resource Manager

Status: Non-exempt

Terms of Employment: Regular Full-time

Supervisory Control:

Works under the direction of the Human Resource Manager.

Responsibilities:

Is responsible for assisting in implementing the Personnel Development Plan. Making certain that all administrative functions required of the Human Resource Department are carried out in a timely manner.

Performance Standards:

Perform duties in accordance with acceptable Administrative Assistant practices and policies established by the Head Start Performance Standards without instructions as to the method of execution. Exercises initiative, judgment, and discretion in assuming administrative responsibility for the operation of the Head Start/ Early Head Start Office, and maintaining effective public and interoffice relations.

Job Duties:

1. Collect data and organize personnel files for new employees.
2. Mail State required forms to the State of Alabama, etc. (ABI, FBI, CAN, and do follow up).
3. Enter data on employees, such as New Hire, education, salary changes, and employees training.
4. File employees' personnel information in notebooks.
5. Assist in organizing the screening of applications and the interview process.
6. Make copy of employees file for their work site.
7. Prepares in final form letters and other forms of correspondence for the signature of the Head Start Component Directors.

8. Coordinate and generate In-kind for Head Start/ Early Head Start.
9. Assist in the Head Start/ Early Head Start centers during staff shortage.
10. Take applications for enrollment and recruit for Head Start/ Early Head Start.
11. Will be responsible for sign in/ out sheets for Pre-Service and In-Service trainings.
12. Maintains employee confidential information and protects operations by keeping human resource information confidential.
13. Maintains quality service by following organization standards.
14. Assist with orientation and new hire processes, preparing materials, contacting participants, reserving interview rooms, etc.
15. Assist in follow up regarding performance evaluations, data entry, reports and other forms of correspondence sent out to staff, in a timely manner.

Qualifications:

1. Must have an AA degree in Office Administration or related field.
2. Must be proficient in spelling, punctuation, and in the use of proper sentence structure.
3. Should be able to type at a rate of 55 wpm and prepare final material that is free of errors and required format.
4. Should display friendly demeanor and nature that is also business-like.
5. Must be able to pass through local, state, and federal criminal checks and child abuse clearance.
6. Must have a valid Alabama driver's license.
7. Must be able to travel and continue education.
8. Current physical examination and TB screen documentation upon hire.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and

arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer

to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Employee Signature

Date

Print Name

REVISED SEPTEMBER 2020