

Mid Maine Homeless Shelter

POSITION TITLE: Human Resource Assistant

PROGRAM: Mid Maine Homeless Shelter & Services

REPORTS TO: Operations Director

POSITIONS SUPERVISED:

JOB SUMMARY/GENERAL DESCRIPTION OF PURPOSE:

The Human Resources Manager maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs and practices.

PRIMARY JOB DUTIES

- **Maintains the work structure by updating job requirements and job descriptions for all positions.**
- **Maintains organization of staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.**
- **Prepares employees for assignments by establishing and conducting orientation and training programs.**
- **Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling employee evaluations; hearing and resolving employee grievances; counseling employees and supervisors.**
- **Maintains employee benefits programs; recommends benefit programs to management; designing and conducting educational programs on benefit programs.**
- **Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.**
- **Maintains management guidelines by preparing, updating, and recommending human resources policies and procedures.**
- **Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.**

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- **Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.**
- **Completes human resources operational requirements by scheduling and assigning employees; following up on work results.**
- **Processes compensation changes and corrections including raises, promotions/demotions, severance and new hires.**
- **Processes payroll and runs reports as requested and needed.**
- **Performs other related duties as assigned.**

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

REQUIRED QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

EDUCATION/CERTIFICATION: Associates degree in related field preferred. A minimum of five years in a Human Relations position.

PHYSICAL REQUIREMENTS					
Activity:	Frequency				
	Never	Rarely	Occasionally	Frequently	Constantly
Physical Dexterity and Effort					
Bending/Stooping		✓			
Climbing			✓		
Keyboard data entry				✓	
Kneeling		✓			
Lifting/carrying					
0-25 lbs			✓		
26-50 lbs					
Pushing/pulling					
0-25 lbs		✓			
26-50lbs					
Reaching			✓		
Running	✓				
Sitting				✓	
Standing			✓		
Squatting		✓			

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Walking				✓	
Visual Acuity, Hearing and Speaking					
Audible Speech				✓	
Hearing Acuity				✓	
Taste Discrimination	✓				
Vision					
Depth perception				✓	
Distinguish color				✓	
Seeing – far				✓	
Seeing – near				✓	
Biological					
Biohazardous Waste		✓			
Biological Hazards – respiratory	✓				
Biological Hazards – skin or ingestion	✓				
Blood and/or bodily fluids	✓				
Communicable diseases and/or pathogens	✓				

SKILLS/ABILITIES: Must have the ability to maintain confidentiality and work independently; have good computer skills; ability to work a flexible schedule; must have good organizational skills and the ability to multi task in a fast paced environment is a must.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job.*

The employee is required to stand, walk, reach, carry, and kneel. The employee must be able to walk on uneven surfaces and climb stairs. The employee must occasionally move or lift 25-50 pounds. The employee must be able to sit at computer workstations for up to 3 hours a day. The employee must be able to perform multiple job tasks on and off site.

WORK ENVIRONMENT: *The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.*

The usual work environment may include indoor and outdoor settings, various residential settings, and occasional meetings with other agencies located in the community.

EMPLOYMENT SCHEDULE:

This is a part-time position and must have the ability to work a flexible schedule including working evenings and weekends. However, MMHS reserves the right to require overtime, weekend work, and/or assignment to evening or night shifts, depending upon operational need, some in and out of state travel required.

Creation Date: 11/20/18

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My signature below certifies that I have received a copy of this job description and that I understand and agree with the contents of the document. I understand that a copy of this signed job description will be placed in my personnel file and that I am entitled to a copy, as well.

Signature: _____ Date: _____