

## THE CHILDREN'S HOME

**Position:** HR Clerk

**Responsible To:** HRIS/Benefits Specialist?

**Position Purpose:** Provide clerical support to HR/Administrative staff

**Status:** Non-Exempt

**Qualifications:**

1. High School diploma
2. 1 – 3 years experience in an office environment (HR and or Administration area preferred).
2. Secretarial skills to include typing, filing and record keeping.
3. Basic to intermediate level computer skills, (to include working knowledge of MS Word, Excel, & Publisher).
4. Good writing and organizational skills.
5. Pleasant and courteous telephone voice and manners.
6. Ability to communicate and relate to staff, children, clients, and the public in a positive and pleasant manner.
7. Agrees with and adheres to the General Principles and Qualifications, Section # 401, in the Personnel Policies of The Children's Home.

**Job Responsibilities:**

**i. Technical Knowledge**

2. Assumes responsibility for effectively recording, maintaining, and reporting human resource information.
3. Receives and tracks employment applications.
4. Enters applicant information in the human resource system database.
5. Prepares recruitment lists and job postings and places ads in newspapers or online with different associations/colleges and universities as directed by HR Director or HRIS/Benefits Specialist
6. Maintains an accurate listing of recruitment sources (including but not limited to email addresses, passwords, entry deadlines, costs etc)
7. Ensures that human resource files and records are maintained in accordance with legal requirements and Company policies and procedures.
8. Completes miscellaneous research, reports, and memos as requested.
9. Regularly audits HR files and follows up appropriately for missing information
10. Responsible for communicating training opportunities to all staff (CPR, First Aid, Special Populations) as directed by HRIS/Benefits Specialist
11. Responsible for communicating birthday greetings to employees in a timely manner
12. Responsible for sending out requests for information, (including but not limited to supervision minutes, employee of the month nominations, etc)
13. Enters training records into HR database
14. Performs general office support functions and assists area personnel as necessary.
15. Orients new employees to the HR/Admin area.
16. Order and distribute offices supplies, working with Administrative Assistant to stay within budget.
17. Distribute incoming mail daily.
18. Respect the confidentiality of all information regarding the children and their families as well as information regarding staff; insuring that all confidential material is not available to be observed by the casual on-looker.
19. Cooperate with the Administrative Assistant, Social Services Secretary and Admissions office to ensure adequate coverage of the phones in the Edwards Building, including arranging for coverage during vacations and personal leave.

**i. Documentation Skills**

20. Maintain forms, files, schedules and appointment logs related to program services.
21. Maintains team minutes notebooks
22. Regularly follows up on missing employee audit information, as needed

**i. Communication Skills**

- 23. Answer telephones and receive faxes; relay messages from both to appropriate staff.
- 24. Receive clients, guests and visitors of The Children's Home connecting them to appropriate staff and attending to their immediate needs.
- 25. Assumes responsibility for establishing and maintaining effective communication, coordination, and working relations with agency personnel and with management.
- 26. Assumes responsibility for establishing and maintaining professional working relations with applicants, visitors, callers, and business professionals
- 27. Assists with questions and problems courteously and promptly.
- 28. Obtains and conveys information as needed in a succinct and concise manner
- 29. Function as a team member to create a positive office environment.

**i. Cultural Awareness**

- 30. Ensure the provision of culturally sensitive services.

**i. Quality Improvement**

- 31. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
- 32. Ensure compliance with all applicable standards of practice.
- 33. **Actively promote the mission, values and purpose of The Children's Home.**

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Authorized by:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date