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| **Job Title** | Human Resource Assistant |  | **Job Purpose** |
| **Department** | Human Resource |  | This position provides assistance to HR Director, to support fulfillment of our mission, vision, and values. |
| **Location** | 1300 N 1st St Yakima, WA 98901 |  |
| **Reports to** | Human Resource Director |  |
| **Classification** | Non-exempt |  |
| **Salary Grade** | D.O.E. |  |

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| **Union Gospel Mission Purpose, Vision, and Value Statement** |
| Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ. All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.  |

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| **Essential Personal Qualities** |
| To perform the job successfully, an individual should demonstrate the following qualities:**LOVE*** Improves the reputation of Christ by personal interactions with others
* Remains relationally available, present, and authentic in all contexts
* Demonstrates genuine and sacrificial care for the wellbeing of others
* Pursues God personally, relationally, emotionally, and intellectually

**PROFESSIONALISM*** Is consistently at work and on time, arrives at meetings and appointments on time.
* Meets deadlines and fulfills commitments with thorough follow-through.
* Proactively measures work to ensure learning, improvement and success.
* Communicates effectively in written form.

**LEADERSHIP*** Constantly pursues growth, learning, and improvement
* Thinks creatively, strategically, and spiritually
* Regularly sought by others for input and value
* Maintains mission-clarity and a godly example under stress
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| **Duties and Responsibilities** |
| **Culture Work*** Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
* Maintain a high level of integrity in modeling and promoting the Mission’s Christian culture, core values, policies and procedures.

**Team Work*** Work in a supportive capacity with the HR Director to solve work force problems and accomplish HR goals in pursuit of established priorities.

**Direct Work*** Submit forms and reports to government departments, such as I-9, etc
* Assist in maintaining accurate employee benefit records. Serve as a liaison with insurance companies, benefit administrators; facilitate application of benefits.
* Communicate with staff and volunteers regarding HR and organization information and processes
* Promote a collaborative team environment by insuring timely and effective HR services and training to managers and leaders
* Keep updated on employment law regulations
* Support HR Director in tasks as assigned
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| **Direct Reports** |
| * Reports directly to Human Resource Director
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| **Qualifications** |
| * Must have fundamental computer and computer software skills to input job details, and research appropriate legal guidelines.
* Functional organizational and interpersonal skills, high level of professionalism and the ability to maintain confidentiality required.
* Exhibit best practices in the HR field.
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| **Working Conditions** |
| The primary duties of this position are performed in a well-lighted, temperature-controlled environment. The noise level in the environment is usually moderate.  |

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| **Physical Requirements** |
| **Daily Physical Demands*** Sit and review information on a computer screen or on paper for extended period of time
* See and hear
* Speak English clearly and fluently
* Walk, balance and stoop, reach with hands and arms, use hands to finger, handle or feel
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| **Staff Signature:** |  |
| **Print Staff Name:** |  |
| **Supervisor Signature:** |  |
| **Print Supervisor Name:** |  |
| **Date:**  |  |