

POSITION TITLE: Employee Engagement Coordinator

SALARY LEVEL: Tier II

FLSA STATUS: Non-exempt

REPORTS TO: Finance & Employee Engagement Director

HOURS: Full-time Monday - Friday, occasional evenings, weekends and early mornings

BENEFITS: Full-time: Wellness Leave, 7 Paid Holidays, Health, Dental & Vision, Sick Leave, 401(K) Savings Plan

SUMMARY

This position is responsible for enhancing and implementing human resources initiatives and programs that align with our culture under the direction of the Finance & Employee Engagement Director. This position will provide hands on expertise in areas of recruitment, onboarding, employee relations, equity/inclusion, training, safety, and all human resources processes, procedures and operations.

PRINCIPAL ACCOUNTABILITIES:

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

1. Conduct the recruitment and interview process for employment. Facilitate the hiring of qualified candidates for open positions; collaborate with departmental managers and supervisors to understand skills and competencies required for openings.
2. Develop and maintain job profiles that meet agency, licensing and employment law requirements.
3. Participate in new employee orientation, incorporating organizational culture, expectations, policies, safety training, anti-harassment training and other topics as identified.
4. Perform routine tasks required to administer and execute human resource programs including but not limited to compensation, disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
5. Handle employment-related inquiries from applicants and employees, referring complex and/or sensitive matters to the appropriate supervisors.
6. Attend and participate in employee disciplinary meetings, terminations, and investigations.
7. Administer and track all leave requests in compliance with local, state and federal laws and adhere to Vanessa Behan's employee manual.
8. Administer and track employee health benefits in compliance with local, state and federal laws and adhere to Vanessa Behan's employee manual.
9. Maintain compliance with federal, state, and local employment laws and regulations, and recommend best practices; reviews policies and practices to maintain compliance.
10. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
11. Work to create and maintain an environment that values and promotes equitable, fair and inclusive practices among staff.
12. Maintain Employee Handbook.
13. Track and assist in the preparation of the performance review process. Provide training as necessary for departmental managers.
14. Maintain employee files and records.
15. Lead the Employee Advisory Group (EAG), recruit members and provide framework for improving employee satisfaction.
16. Collaborate with Fun Committee to create opportunities to build relationships and boost morale.
17. Familiar with and adherence to all established policies and procedures

18. Other duties as assigned by supervisor .

PHYSICAL REQUIREMENTS:

These requirements 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 an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers
- Occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

WORK ENVIRONMENT:

Work is generally performed in a office although sometimes in child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily in an office.
- Exposure: occasionally outside events or activities.
- Chemicals/Bloodborne Pathogens (BBP): moderate risk to mild bleach solutions and other cleaning/disinfectant chemicals, minimal risk of exposure to BBP.

TRAVEL:

Travel is not expected.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of HR policies and practices, state and federal laws and regulations compliance requirements.
- Demonstrate exceptional verbal communication and strong documentation and writing skills.
- Ability to promote a positive work environment and demonstrate a high degree of interpersonal and conflict resolution skills.
- Effective organizational skills, with attention to detail and accuracy.
- Ability to promote a diverse, equitable and inclusive working environment and culture.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills with the ability to identify inefficiencies and recommend improvements.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and a high degree of confidentiality.
- Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.
- Must be compassionate, non-judgmental and have a passion for helping families.
- Strong Microsoft Office Suite skills.
- Ability to learn new applications such as HRIS, etc.

MINIMUM REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or related field required; direct experience may be substituted for degree requirement.
- Minimum of three years of Recruiting and Employee Relations experience required. Compensation, Benefit Administration, Performance Management and Training experience highly desired.
- SHRM-CP a plus.
- Successful completion of Washington State and National background check prior to hire. Completed every 3 years.
- Successful completion of fingerprint check prior to hire. Completed every 3 years if employee lives out of state.

Revised: (finalized revision date)

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- Meet all current vaccination requirements.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____