

<p>JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 7/25/2022</p>	<p>HUMAN RESOURCES ASSISTANT</p>
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* Denotes an Essential Function

Title: Human Resources Assistant

Category: AS2

Code: HR ASST

Experience and Education Required: Duties require knowledge of human resources equivalent to completion of an associate degree and one to two years of related experience or equivalent combination of education and experience. Experience working in a health care or mental health care setting is preferred.

Knowledge, Skills and Abilities Necessary:

1. Demonstrated knowledge of personnel recruitment laws, including all state and federal employment laws and regulations.
2. Background in human resources policies and procedures.
3. Ability to establish priorities and implement a logical plan.
4. Ability to communicate effectively both verbally and in writing; to establish positive public relations for the department; and to interact with a wide variety of people, including directors, supervisors, employees, applicants, and representatives of outside institutions and agencies.
5. Understanding of agency regulations, licenses, and certifications.
6. Accepts and responds to differences in perspective/values of other staff members in a professional manner.
7. Working knowledge of office procedures and practices.
8. Considerable knowledge of computer software programs and applications for database management and word processing.
9. Excellent interpersonal, conceptual, and organization skills as well as the ability to work under pressure while maintaining a positive, courteous, and professional manner is essential in this position.
10. Ability to understand complex concepts and develop reports and matrix related to recruitment.
11. Ability to handle confidential personal information regarding staff, job applicants, and other information normally handled in the human resources department.
12. Ability to function under pressure and meet deadlines while producing high quality work with few errors.

13. Ability to perform tasks with minimal supervision.

Duties and Responsibilities of the Position:

- * 1. Assist with the employment function and establishes recruiting requirements by studying organizational plans and objectives; meeting with managers to discuss needs. Ensures multicultural awareness and promotes diversity in all recruitment practices.
- * 2. Builds applicant sources by researching, contacting, and fostering relationships with community services, colleges, employment agencies, recruiters, media, and internet sites; providing organizations with information, opportunities, and benefits; making presentations; maintaining rapport.
- * 3. Leverages Spurwink's Mission, Vision, and Values as the foundation for promoting Spurwink as the employer of choice. Actively engages candidates throughout the recruitment process.
- 4. Manages job boards by reposting positions to be sure they stay up to date and are available for candidates to access.
- * 5. Explores new and creative advertising options that attract qualified candidates.
- * 6. Serves as primary point of contact and represents Spurwink at job fairs and college recruiting events.
- * 7. Assist in the processes of all requests for creating and/or updating job descriptions in a manner that is consistent with the mission, vision, and values at Spurwink.
- * 8. Determines applicant requirements by studying job descriptions and job qualifications and collaboratively working with hiring managers.
- * 9. Oversees detailed reference checking and/or reference analysis on selected candidates.
- * 10. Improves organization attractiveness by recommending new policies and practices, monitoring job offers and emphasizing the value of benefits and opportunities.
- * 11. Support and monitors compilation and reporting of recruitment and retention metrics.
- * 12. Manages intern and volunteer programs by coordinating the recruitment, application, interviewing and/or onboarding process for all potential interns and volunteers.
- * 13. Coordinates or performs administrative functions necessary to deliver and document learning and development programs (Relias). Updates databases to track progress of participants and program scheduling.
- 14. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
- 15. Required to travel in own vehicle throughout the state to recruitment events.
- 16. Perform other duties as deemed appropriate and necessary by the Senior Recruiter.

Immediate Supervision: Senior Recruiter.

Immediate Subordinates: None.

Schedule of Employment: Non-Exempt.

Remote Work: Position is eligible for remote work.

Other: As an employee of Spurwink, the HR Assistant is expected to adhere to the policies and procedures of Spurwink. They must keep employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). They must maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date