

**New Life Centers**

**Human Resource Specialist**

Rev. 9/2020

New Life Centers provides intensive, community-based mentoring programs for youth ages 12 to 24 in the Little Village, Humboldt Park, Pilsen, and Brighton Park neighborhoods of Chicago. The target demographics of programs are; gang-involved youth, youth involved in the juvenile justice system, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

**Position Summary**

The Human Resource Specialist will work Full-Time 40 hours per week, exempt, benefits available. The Human Resource Specialist is responsible for the recruitment, hiring and onboarding, retention process of NLC employees and some employee/partner business-related tasks. The HR Specialist demonstrates a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.

**Job Responsibilities:**

* Consult with employer to identify needs and preferred qualifications.
* Filter through applicants for appropriate candidates.
* Contact and Coordinate with candidates for interviews.
* Interview applicants about their experience, education and skills.
* Follow up with/inform candidates of the status of their application.
* Contact references and perform background checks.
* Inform applicants about job details such as benefits and conditions.
* Refer qualified candidates.
* Coordinate interviews with appropriate Directors.
* Consult with employer for needed employee trainings.
* Research and Coordinate needed employee trainings.
* Process paperwork.
* Keep accurate employee files with up to date employee information.
* Manage confidentiality of employee files.
* Manage and Collect updated insurance info, training certificates, etc.
* Assist in planning and coordinating the workforce to best use employees' talents.
* Assist in resolving issues between management and employees.
* Advise managers on policies like equal employment opportunity and sexual harassment.
* Direct disciplinary procedures.
* Assure employer is following employment laws in its hiring, termination, and policy implementation.
* Enhances the organization’s human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
* Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and 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, and representing the organization at hearings.
* Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Retains historical human resource records by designing/managing a filing and retrieval system and keeping past and current records.
* Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies, ie. COVID-19 info sessions.
* Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
* Contributes to team effort by accomplishing related results as needed.
* Assists with space-sharing agreements.
* Assists with annual and program audits.
* Support all personnel and business legal and tax matters. Work with outside legal counsel and tax entities as necessary.
* Work with building and liability insurance brokers to obtain insurance policies for NLC locations. Direct the evaluation of insurance needs of NLC.
* Assists in collection, and management of partner documentation.
* Assists in collection of volunteer documentation and updates as needed.
* Oversight and management of the Time and Attendance System, including the coordination of the semi-monthly approval of timecards.
* Payroll processing.
* Assist the finance department with redacted grant-specific payroll registers as needed for grant management from the payroll system.
* Assist the finance department with updates to the labor cost distributions in the payroll system.

*Other Duties as Assigned*

* Attend mandatory weekly and quarterly staff meetings.
* Attend required trainings as necessary.
* Some local travel may be required (reimbursable).

**Required Qualifications:**

* Must become a Mandated Reporter.
* Must pass a background check; must not have any pending cases.
* One-year experience working in the human services field.
* Cross-cultural competency.
* Proficient in Microsoft Word and Excel.
* Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
* Must keep confidentiality of records and employee information.
* Ability to establish and maintain effective working relationships with others.
* Ability to communicate effectively both written and verbally.

**Desired Qualifications:**

* Bilingual in Spanish/English preferred but not necessary
* Valid Illinois Driver’s license, insurance, good driving record; subject to driving background check
* Access to a vehicle

**How to Apply:**

Please submit the following materials to Victoria App, at VictoriaA@newlifecenters.org:

* Cover letter indicating your experience and interest in the position
* Resume
* List of three references with contact information (minimum 2 professional with email and phone included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "HR Specialist" in the subject line of your email. Please include the name of any employees who referred you to the position.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*