



Our mission at *Apicha Community Health Center* is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health, and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life. We advocate for and provide a welcoming environment for underserved and vulnerable people, especially Asians and Pacific Islanders, the LGBT Community and individuals living with and affected by HIV/AIDS.

Job Title: Human Resources Generalist

Reports to: Director of HR

FLSA Status: Non-Exempt

Position Summary: The Human Resources Generalist is responsible for full life cycle recruiting as well as various other HR generalist duties. The Generalist will work with the Sr. HR Generalist and Director to ensure a strong customer-focused HR dept.

Duties and Responsibilities:

- Recruiting: Track and maintain position vacancies, post positions, extend offers and initiate background checks
- Provide management reporting as to open positions and applicants in the background clearance process
- Research various websites to expand postings.
- Draft postings for FB and twitter
- Attend job fairs
- Scan and upload various documents timely and accurately
- Assist in tracking various recurring activities (open enrollment, performance reviews, certifications)
- Prepare and send various change notices (annual Pay Notices, terminations, changes)
- Coordinate with various internal departments to ensure timely processing of information
- Running various ad hoc reports
- Create new hire files
- Maintains recordkeeping of staff training hours.
- Maintains personnel files and storage, file documents and enter data if applicable
- Update all employee data including transfers, promotions, address/name changes, etc...
- Process separations, including separation letters and notification to appropriate departments.
- Ensure compliance with regulatory employer postings by keeping postings up-to-date
- Maintains training log for all staff ready for governmental funders review.
- Track annual medical certification completion by all employees
- Track and log in all incoming forms and documents requiring tracking
- Process terminations and adhere to all termination steps
- Process employment verifications from all sources
- Check and review incoming Human Resources mail and disseminate as appropriate
- Other duties as assigned

Qualifications:

- Associate Degree preferred, or the equivalent of education and experience.
- Excellent written and verbal communication skills in English required
- Independent and good team player with attention to detail required.
- Ability to handle multiple tasks in a fast-paced environment under minimal supervision
- Ability to work well within the organizational structure.
- Ability to work flexible hours including some evenings and some weekends when needed.
- Ability to sit in front of a computer for a substantial amount of hours
- Proficiency in the use of common office software. (Word, Excel, Power Point).