

## **COORDINATOR – HUMAN RESOURCE GENERALIST**

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**REPORTS TO:** Executive Director

### **JOB FOCUS:**

This position assists in the coordination of recording keeping, monitoring, and reporting on staff professional development. The position includes responsibility for compliance with all standards related to these areas.

### **ESSENTIAL JOB RESPONSIBILITIES – HUMAN RESOURCES**

- Follows established hiring process and ensures new hires complete all paperwork. Maintain records of recruitment and selection process.
- Maintains records of recruitment and selection process, sends out regret letters to non-hires.
- Conducts background checks, and schedules fingerprinting, physicals, and TB testing on potential new hires.
- Assembles Orientation packets and conducts new employee and volunteer orientations.
- Maintains, tracks, & updates employee insurance benefits/eligibility.
- Maintains and updates employee personnel files in compliance with Federal and State Regulations.
- Tracks First Aid, CPR, CDL, CDA, Food Handler cards, and DEL Background checks.
- Maintains and tracks employee information in computerized data tracking system (ChildPlus and STARS, state tracking system).
- Updates and creates forms and job descriptions for program use.
- Updates staff rosters, calendars and organization charts on shared drive.
- Enrolls eligible staff in retirement plan in the fall.
- Records minutes of all staff meetings.
- Maintain compliance of the Head Start Performance Standards, ECEAP Performance Standards, and the WAC's.
- Maintain strict child, family and staff confidentiality.
- Maintain a professional attitude toward management, staff, parents, children, community partners, and the education profession.
- Coordinate pre-service, staff meetings, in-house trainings, and participates in a Professional Development Plan.
- Participate in the yearly self assessment.
- Keep current on employment law and other Human Resource issues with continuous development and training.

### **ESSENTIAL JOB RESPONSIBILITIES – TRAINING:**

- Maintains a content expertise system which complies with funding source standards.
- Organizes, track and documents content expertise for all staff and consultants.
- Tracks professional development plan for individual staff members.
- Assists staff in researching and planning for educational & training goals by helping with paperwork, scholarships etc.
- Develops and coordinates in-house training and pre-service.
- Organizes cross community training with agencies in collaboration with CDCSA.
- Maintain compliance of the Head Start Performance Standards, ECEAP Performance Standards, and the WAC's.
- Other responsibilities as assigned by Program Managers or Executive Director.

**QUALIFICATIONS:**

- PHR Certification required. SPHR certification preferred.
- Ability to organize presentations to a variety of community organizations.
- Ability to communicate positively with children and families from varying cultural, education, and socio-economic backgrounds.
- Strong written and verbal communication skills.
- Intermediate to advanced computer skills, including internet, data base systems and email.
- Problem solver, detail oriented with strong organization skills.
- A valid Washington State Driver's License, automobile liability insurance, and reliable transportation. Be able to provide a copy of safe driving record upon request.
- First Aid/CPR certification.
- Fulfillment of all specified Health and Safety requirements.
- Ability to lift 50 lbs.
- Freedom from conviction of child abuse and neglect.
- Preference given to former or current Head Start/Early Head Start//ECEAP parents.

**PERIOD OF EMPLOYMENT:** Subject to funding and program needs.  
Salary DOE

**Chelan Douglas Child Services Association Mission**

To support and reinforce the family as the most important influence in a child's life by fostering independence, raising self esteem, and building social competence.

**Code of Ethics Statement**

Chelan Douglas Child Services Association is committed to the highest ethical standards and furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct.

**CDCSA School Readiness Goals**

As children leave the program they will have the social competence, skills, knowledge, and attitudes necessary for success in school and for later learning and life; demonstrated through developmentally appropriate progression on meeting goals in social and emotional development, language development, literacy knowledge and skills, approaches to learning, cognition and general knowledge, physical well-being and motor development.

As parents leave the program they will have the knowledge and understanding that they are their child's first and most important teacher and advocate, and knowledge and skills to make a difference in the life and learning of their child.

Complete CDCSA School Readiness Goals are posted on the Chelan Douglas Child Services Association website.