

# EMPLOYMENT OPPORTUNITY



**Position Opening:** Jasper Mountain seeks a full time Human Resources Assistant to work as part of the agency's Human Resources and administrative team, assisting with an array of personnel administrative duties ranging from recruitment, to orientation, benefits administration and other aspects related to maintaining documentation and carrying out personnel policies of the agency. Jasper Mountain employs approximately 125 staff and has two sites near the Eugene/Springfield area as described below. Jasper Mountain is an accredited and internationally respected intensive mental health treatment agency serving young traumatized children and families.

**Qualifications:** At least one year of experience in Human Resources administrative duties. Also preferred: competency in creating and using Excel spreadsheets, Microsoft Word. Excellent written and oral communication and teamwork skills required. Preferred: completion of AA or higher degree.

**Hours:** 40/hours week, Monday – Friday      **Location:** JMC, 37875 Jasper-Lowell Road Jasper OR 97438

**Duties & Responsibilities:** The following duties are part of a shared workload with an additional Human Resources Assistant and the agency's Business Manager. The following areas could be included in the blend of administrative duties assigned to this position:

- Gain understanding of the mission, services and operations of Jasper Mountain to reflect accurate information in job postings, orientations, and be a general resource for agency staff. Training will be provided.
- Work closely with the Human Resources Team (HR Assistants, Business Manager, payroll Specialist) in ensuring employees and supervisors are supported with technical assistance regarding HR administrative processes, practices, and accountability.
- Recruitment: duties could include job postings, liaison work with local universities and internship programs, coordination with agency managers to monitor postings, and provide information to applicants with questions regarding workplace practices and benefits.
- Provide support in hiring process, including reference checks and interview scheduling, as requested.
- Provide administrative orientation on policies, standards, performance expectations for new staff. Facilitate new employee set up paperwork, including distributing information in all tracking charts, employee data-base, communicate with payroll.
- Obtain CRIMS training to help facilitate employee background checks.
- Assist with ordering driving records and maintaining staff driving status chart.
- Facilitate employee benefit enrollments, including health insurance, dental insurance, 403(b) accounts, AFLAC, other benefits as needed. Provide technical support to employees with questions regarding their benefits. Assist Business Manager as needed with annual benefit renewal processes.
- Set up and maintain employee personnel files.
- Assist in tracking and summarizing annually annual trainings. Providing training communication with agency trainers and staff.
- Assist with Worker's Compensation claims and return to work administration, annual OSHA reporting.
- Assist staff with Qualified Mental Health Associate and Professional Credentialing processes. Track renewals, ongoing training requirements for QMHA/P staff.
- Provide information as requested to Department of Labor for mandatory employer surveys related to payroll.
- Keep agreed-upon work schedule, maintaining availability to managers and staff.
- Follow all agency policies pertaining to role.
- Assist in other duties as requested by the Business Manager and Executive Director.

**Supervision:** The HR assistant is directly supervised by the Business Manager and works closely with one other HR assistant as well as being a participant in the overall administrative team.

**Compensation:** Wage depends on education and previous experience, wage range starts at 12.03/hour for bachelor level or equivalent background, with increase based on previous experience or formal training in HR areas. Benefit package includes health insurance, paid time off, training funds, access to retirement plan and other benefits consistent with agency benefit package.

**Application Process:** Applications are available through the agency's website: [www.jaspermountain.org](http://www.jaspermountain.org) and in the business office at Jasper Mountain (37875 Jasper-Lowell Road Jasper OR 97438 541.747.1235). Submit completed application with resume to the Jasper Mountain location, attention to Human Resources. Applicants will be contacted if chosen for an interview.

**Jasper Mountain is an Equal Opportunity Employer**