



child parent institute

building brighter futures for our children and families

Job Description

Position Title: Human Resources Generalist Program Coordinator

Department: Human Resources

Reports to: Executive Director

Position Specifics: This is a 25 - 30 hour/week non-exempt position with a flexible schedule, with an option for occasional evening or weekend hours. Travel is not typical for this position. Works in a standard office. Proficient in PC programs, i.e. Excel and Word.

ABOUT THE ORGANIZATION

The mission of the Child Parent Institute is to end child abuse and strengthen the health of children, parents and families.

The Child Parent Institute is a leading Sonoma County nonprofit that implements programs to support our mission. These programs include:

1. Parent Support Services – provides a wide range of parent education and support services. These services include parenting classes; in-home parenting support; divorce education and support services; supervised visitation; perinatal mood disorder program and resource assistance.
2. Children’s Counseling Services – provides comprehensive mental health services to children from birth to age 18. Services include: individual; group and family therapy.
3. Trauma Informed Educational Services /New Directions – we operate a non-public school serving students grades 5 through 12 in need of trauma-informed education with intensive academic and counseling support.
4. Creative Arts – expanding access to the arts to help prevent and reduce many of the negative effects of poverty on children and youth. We provide art therapy groups; theatre; creative writing; movement; storytelling and music on school campuses as well as places where families and children receive services.
5. Advocacy – through coordination of our local Child Abuse Council, we advocate for policies that support families and protect children.

CPI has an annual operating budget of approximately \$5 million and is supported by approximately 100 staff, interns, and consultants and more than 80 volunteers.

More information is available at: www.calparents.org

Child Parent Institute
3650 Standish Ave • Santa Rosa, CA 95407 • (707)585-6108 • www.calparents.org

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OVERALL SUMMARY

The Human Resources Generalist is responsible for the overall administration, coordination and evaluation of the Human Resources function; for staffing, employee relations, compensation, benefits, training and risk management. This position does not directly supervise staff, but acts as a positive and respectful role model within and outside the Agency. The Human Resources Generalist coaches and works closely with CPI Executive Director to ensure alignment with the Agency's goals, values, policies and legal compliance. The Human Resources Generalist must thrive in being of service to others, leads with integrity and grace and enjoys working within a team culture.

Human Resource Activities include:

1. Prepare and maintain employment records related to events, such as hiring, terminations, leaves, pay increases, promotions.
2. Maintain personnel records in accordance with state and federal regulations.
3. Interpret and explain human resources policies, procedures, laws, standards or regulations and ensures compliance.
4. Administers various human resources plans and procedures for the Agency, assists in development and implementation of personnel policies and procedures, prepares and maintains employee handbook and policies and procedures manual.
5. Manages benefits administration including enrollments, change reporting, approving invoices for payment, and communicating benefit information to employees.
6. Assists managers with recruitment efforts for all exempt and non-exempt staff. Including reference checking of contractors and employees.
7. Ensures that all job descriptions are kept updated.
8. Oversees employee on-boarding and terminations including orientation and exit interviews.
9. Monitors pre-employment screening process. Ensure current fingerprints are on file.
10. Address employee relations issues such as harassment allegations, work complaints or other employee concerns, and worker's comp claims.
11. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
12. Works closely with Operations Managers, Payroll, and Fiscal Manager collaborating in employee support functions, cross training, and sharing systems.

Required Knowledge, Skills and Abilities:

- Bachelor's degree and a minimum of two years of human resources management or similar experience preferred.
- Excellent interpersonal skills and abilities.
- Strong attention to detail and ability to effectively handle multiple priorities.
- Flexibility, willingness, and grace to work for and with a variety of people.

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- Knowledge of principles, practices and techniques of human resources management.
- Familiarity of California and federal labor law.
- Excellent written and verbal communication skills.
- Flexible and able to adjust to changing priorities.
- High level of organization skills
- Experience with fiscal management.
- Accuracy.
- Comfortable working in an often busy office atmosphere.
- Comfortable working with limited resources.
- Understanding and commitment to CPI mission, goals and philosophies.
- A commitment to the mission and values of the organization.

Desired/Preferred:

- Professional in Human Resources certification desired: PHR/PHR-CA/SPHR-CA.

Equipment Used:

Computer, copier, fax, phone.

Essential Physical Tasks:

- Keyboarding and use of office equipment.

Child Parent Institute is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin.

CPI requires all employees to pass a criminal history background check as determined by fingerprinting by the Department of Justice. Federal law requires proof of eligibility to work in the United States of America.

Qualified candidates should submit a resume and a detailed cover letter to Allie Hole, Manager of Human Resources at robinb@calparents.org

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