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Homes. People. Partnerships. Good. www.homesforgood.org



Homes for Good cares deeply about the health and safety of our residents, employees and job applicants. As a precautionary measure in response to the current COVID-19 pandemic, Homes for Good will use electronic communication tools such as teleconferencing or video conferencing during our hiring process in lieu of traditional in-person interviews to maximize social distancing.

Homes for Good is seeking a Temporary HR Coordinator to join our team!

**Temporary HR Coordinator
Posting # 01.06.2021
Salary - \$17.46 - \$22.28 per hour**

WHO WE ARE

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

OUR SHARED SERVICES DIVISION TEAM

Our Shared Services team positions our Human Resources, Communications and IT departments to work collaboratively to support staff and programs across all Agency functional areas. The work we do provides critical leadership, administrative and technical support necessary to fulfilling Homes for Good's mission.

WHAT YOU WILL DO FOR OUR TEAM

The Temporary HR Coordinator will support our mission by performing a variety of responsible, confidential, technical and administrative activities in support of Agency Human Resources programs. This is a temporary position lasting approximately three months and will focus on supporting key short-term HR projects. This position will coordinate and participate in recruitment and selection activities, support the development, administration of agency training, benefit and wellness programs and support the administration and maintenance of human resources information systems

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Completes projects related to the improve and streamline Homes for Good's recruitment & selection practices.
- Maintains a comprehensive knowledge of sourcing, recruitment & selection practices, including best practices in diversity, equity and inclusion.
- Assists HR Director and hiring committees in Agency recruitment & selection processes.
- Actively develops innovative candidate sourcing, recruitment strategies and outreach programs to attract diverse and qualified candidates.
- Establishes relationships with internal resources and community partners in support of outreach efforts.
- Researches trends affecting the job market to identify, recommends and implements strategies to improve recruitment and selection activities.
- Develops and implements general and specialized recruitment plans and strategies.
- Collaborates with hiring managers to develop a recruitment plan.
- Creates job ads, announcements and examinations.
- Prepares interview questions, schedule and participate in candidate interviews.
- Responds to employee and applicant questions.
- provides consultation and assistance as needed to ensure the selection of the best candidate for the position.
- Coordinates selection activities, ensuring the completion of the appropriate reference checks, pre-employment assessments and subsequent job offer letter; manages pre-employment background checks.
- Works with applicants to obtain required employment identification/documentation.
- Assists in the completion of internal employee set-up processes: create employee ID number, IT set-up, business cards, etc.
- Manages and maintains human resources information system (HRIS) databases.
- Establishes employee information records, provides timely and accurate processing of changes to all HR databases; assists in the set-up of new database elements.
- Designs, creates and produces reports utilizing the HRIS database to inform human resources related projects.
- Support excellent Human Resources team relationships by working collaboratively and effectively with team members, keeping team members informed and providing back-up as needed.
- Completes other HR related projects as assigned.
- Maintains regular attendance and adherence to working hours.
- Accepts and performs other work as assigned.

WHAT WE ARE LOOKING FOR

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@homesforgood.org.

IDEAL QUALIFICATIONS:

The ideal candidate will have knowledge and experience in the following areas:

- Operations, services and activities of a comprehensive human resources program, including recruitment, selection, classification and compensation and employee relations.
- Mandated rules, regulations, policies and procedures governing Homes for Good's human resources programs.

- Computer based human resources information system (HRIS) programs and recruitment and applicant tracking systems.
- Microsoft Office programs including Word and Excel.
- Principles and practices of public administration, including maintenance of public records.
- Principles and practices of human resources management.
- Principles and procedures of record keeping.
- Principles and practices of customer service.
- Effectively communicate both orally and in writing.
- Customer service principles.
- Modern office procedures and equipment.
- English language, grammar, and punctuation.

ABILITY TO:

- Establish and maintain effective working relationships with employees, other agencies, and the public.
- Exemplify traits that reflect the Homes for Good's values, including integrity, customer service and cultural sensitivity.
- Build and sustain collaborative work relationships both inside and outside the Agency.
- Individually manage multiple open recruitments at once.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
- Perform responsible and complex analytical and administrative duties; manage one's time in a dynamic, fast-paced, changing environment.
- Exercise independent judgment and initiative within established guidelines.
- Manage multiple and rapidly changing priorities.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Interpret and apply laws, policies and procedures.
- Maintain the confidentiality of highly sensitive information.
- Prepare clear, accurate, complex and concise communications and other written materials.
- Organize and maintain complex and confidential files.
- Type and/or enter data on a computer at a speed necessary for successful job performance.
- Effectively operate office equipment including computers and supporting internet, research, word processing and spreadsheet applications.
- Operate computers and applicable software programs.
- Communicate effectively both orally and in writing with diverse individuals and groups.
- Consistently meet frequent deadlines.
- Maintain regular and consistent attendance and perform work without direct supervision.
- Recognize the value of individual and cultural difference and create a work environment where individual's differences are valued.

EXPERIENCE & TRAINING GUIDELINES:

Any combination of experience and training that would provide the knowledge, skills and abilities to perform the job is sufficient. Typical combinations of training and experience would be:

EXPERIENCE:

Two years of progressively responsible work in Human Resources with an emphasis on recruitment and selection.

TRAINING:

Equivalent to Bachelors degree from an accredited college or university with a major in business administration, management, human resources, psychology or a related field.

SUBSTITUTION: Any combination of experience and education on a year for year basis up to a maximum of four years of responsible contracting and/or procurement experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work has been demonstrated.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, a valid State of Oregon vehicle driver's license, and be insurable at standard rates, is preferable but not required for this position.

WHAT'S IN IT FOR YOU?

COMPENSATION: The pay range for this position \$17.46 - \$22.28 per hour. Due to its temporary nature, this position is not eligible for Agency benefits.

WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!**PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE****APPLICATION PROCEDURE:**

[Click here](#) to complete an online application.

Applications will be reviewed for relevant experience, education and training.

All applicants will be required to take a pre-employment assessment upon submission of application materials. A link to the pre-employment assessment will be included in a confirmation email. Applicants who fail to take the pre-employment assessment will not be considered for further consideration.

The pre-employment assessment is an important step in our hiring process. If you do not receive an email confirmation with a link to the assessment after you submit your application, please check your junk mailbox. If you are unable to locate the confirmation email and assessment link, please email us at hr@homesforgood.org and we will send you the assessment link

The best-qualified applicants may be invited to complete further testing, which may consist of any combination of written, oral, performance exercises and/or skills testing. Responses to supplemental questions are required if applicable.

POSTING DATE: Wednesday January 6, 2021

CLOSING DATE: Tuesday January 12, 2021 at 5:00pm PST

Due to the nature of the confidential duties assigned, this position is not subject to Union representation.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.