



**Full Time**

**Starting Pay \$70,000**

**Open until Filled**

### **ABOUT OHRA**

Opportunities for Housing, Resources and Assistance is a nonprofit organization based in Ashland, Oregon that serves community members throughout the Rogue Valley. Its services include operating a six-month shelter and walk-in resource center, and operating a laundry & shower trailer to support unhoused individuals.

### **PRIMARY FUNCTIONS**

The Human Resource Manager reports to the Executive Director, and plays a critical role by supporting the organization, its team members, and the day-to-day operations of OHRA. This position will ensure that OHRA is utilizing best practices to maintain regulatory and statutory compliance; support a positive working environment; and contribute to the overall well-being of the organization by helping its team members accomplish their mission.

This position will work closely with the Executive Director, senior team members, and supervisors to administer and execute the functions listed below.

### **DUTIES & RESPONSIBILITIES**

#### **Recruitment & Onboarding**

- Conduct online recruitment activities and ensure they are effective.
- Establish best practices for interviewing that aligns with OHRA's culture, mission and strategic goals.
- Ensure onboarding activities are appropriate, effective, and well executed. The activities include, but are not limited to, background checks, reference checks, creating confidential employee files, ensuring onboarding training.
- Assists and counsel staff/employees to prevent conflict and intervene as appropriate.
- Assists supervisors and employees when separation from employment occurs using best practices to reduce conflict and liability.
- Maintains employee files according to state & federal regulations.

#### **Compliance & Documentation**

- Maintain compliance with federal, state, and local employment and benefits laws and regulations.
- Oversee the OHRA Employee Handbook, ensuring policies are updated and implemented annually in order to align with OHRA's values, culture, and be in compliance with state & federal regulations.
- Ensure annual reviews are tracked, up to date, and tracked using best practices that support a team environment.
- Maintain all employment files and records in up-to-date status, and according to the highest standard of labor laws and policies.
- Process unemployment and workman's comp claims.
- Process and administer all leave-of-absence requests.

#### **Payroll**

- Support the Finance and Accounting team by ensuring deadlines are met, payroll data is accurate, and staff are well trained in their responsibilities to monitor and submit timesheets.

#### **Training, Development, and Support**

- Coordinate all-staff events that support a health team culture in coordination with senior staff.

- Develop and Coordinate training in coordination with senior staff and supervisors.
- Keep training software up to date.
- Process payroll in a timely fashion and keep accurate timekeeping records, including, processing all garnishments and deductions.
- Facilitate benefits administration, including, processing enrollments/changes and reporting, and helping execute the annual benefits enrollment process.

**Additional duties:**

- Compiles and verifies employee data and makes reports as required.
- Maintains strict confidentiality, privacy, and security in all aspects of work and in compliance with local, state, and federal requirements.
- Responds to questions regarding department policies and procedures.
- Performs additional duties as assigned by the Executive Director.

**Qualifications**

- **SHRM Certification.** Three years of professional Human Resources experience may be substituted for SHRM certification, but a commitment to become certified may be a condition of employment.
- **Bachelor's Degree.** May be substituted with four years of professional HR experience with progressive responsibilities.
- Strong verbal, written, & interpersonal skills.
- Understanding of Oregon HR principles, laws, and practices.
- Ability to form trusting relationships across the organization.
- Strategic thinker with the ability to focus on continuous improvement and the future needs of the organization.
- Ability to manage and lead others through change and challenging situations.
- Bilingual (Spanish) helpful but not required.
- Ability to learn quickly, show flexibility, and have strong initiative.

**Physical Demands**

Sitting 50 %	Walking 25 %	Standing 25 %
Lift up to 30 lbs.		
Bending at the waist		
Walking for 30+ minutes		

**Work Environment**

- Exposure to fluorescent lights
- Occasional exposure to temperature changes
- Stairs, Elevator is also accessible.

**Note**

Opportunities for Housing, Resources, and Assistance, Inc. (OHRA) reserves the right to modify this description at their discretion.

**TO APPLY SEND COVER LETTER AND RESUME TO [DANC@OHRAHELPS.ORG](mailto:DANC@OHRAHELPS.ORG)**