



## **Job Announcement** **HR ADMINISTRATIVE SUPPORT SPECIALIST**

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right person to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

HR Administrative Support Specialist will perform administrative duties that are related to the smooth daily operations of Center for Human Services and will help streamline and improve administrative processes. Reports to the Human Resources Manager. This is a non-exempt position and it is full time position based out of 148th office in Shoreline. Salary is \$19.00 an hour with excellent benefits.

Job requirements:

- Two years of Administrative Support Specialist Experience Preferred
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- Self initiative
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, please send cover letter and resume electronically to [jobopportunities@chs-nw.org](mailto:jobopportunities@chs-nw.org). To see the full job description, see below..

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## **Job Description** **HR ADMINISTRATIVE SUPPORT SPECIALIST**

### **GENERAL DESCRIPTION**

HR Administrative Support Specialist will perform administrative duties that are related to the smooth daily operations of Center for Human Services and will help streamline and improve administrative processes. Reports to the Human Resources Manager. This is a non-exempt position.

### **MAJOR RESPONSIBILITIES - Specific to this position**

- Employee recruitment & orientation
  - Coordinate employee recruitment efforts including the preparation and posting of job announcements on all agency utilized job boards
  - Prepare IT equipment for new employees
  - Conduct some or all of employee orientations
- Employee Management
  - Conduct & track monthly agency trainings for new and current employees
  - Assist HR Manager in tracking due dates for credentials, performance evaluations, trainings, etc, and ensure compliance

- Assist HR Manager in maintaining personnel records, assuring that the contents of Personnel Files are complete and current and in conformance with county, state, and CARF requirements
- Produce HR Reports such as new hire, turnover reports, employee benefit reports, employee demographics, etc.
- Operations Support
  - Assist in arranging for maintenance needs
  - Manage office moves
  - Day-to-day atypical support of all sites (miscellaneous)
- Administrative Support
  - Manage agency phone list
  - Pick up and distributes office mail to administrative staff
  - Prepare purchase orders for Administration department
  - Assist Executive Director with administrative tasks and projects
  - Keep Employee Manual up-to-date
- Perform other related duties as assigned

### **MAJOR RESPONSIBILITIES – Agency in general**

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect.
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Maintain a positive attitude and represent the agency with pride
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned

### **MINIMUM REQUIREMENTS**

- High school diploma or equivalent required
- Two years of administrative Support Specialist experience preferred
- Excellent written and verbal communication skills
- Proficiency in spreadsheet preparation and tracking skills
- Excellent organizational skills and attention to detail
- Self-initiative
- Ability to operate general office equipment
- Ability to maintain confidential information
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services and trainings
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

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CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun..