



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

POSITION SUMMARY:

Under the supervision of the Associate Director of Human Resources, provides support in the areas of onboarding, recognition, compliance, and employee database & records maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the employee on boarding process including, scheduling, tracking, disseminating information, coordinating the completion of new hire paperwork, and completing I-9 verifications.
- Submit the online background check request and track status.
- Create various reports as necessary (uniforms, new hires etc.).
- Conduct new hire orientation.
- Respond to employee verification requests and unemployment claims.
- Track all HR expenses on budget and generate necessary check requests within 3 days of receipt.
- Assist in the maintenance of the Human Resources Information System and compiles reports from databases.
- Distribute recognition awards to staff (birthdays, weekly, annual).
- Maintain confidentiality of employee records and HR department decisions and actions.
- Assist the HR team with day-to-day operations and the coordination of special projects.
- Provide some administrative support to Director of HR.
- Chair the Safety Committee and provide necessary support to safety team members as it relates to compliance objectives.
- Administer the termination process and prepare all HR documents for the exit interview. Conduct exit interviews with staff.
- Assist with revamping and ongoing monitoring of the Internship Program.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Bachelor degree in Human Resources or related field preferred and minimum of two years Human Resources experience handling a variety of HR functions preferable in a community clinic or healthcare setting. Must be detailed oriented and possess strong organizational skills. Possess effective oral and written communication skills, proficient in the use of Microsoft Office: Word and Excel. Previous experience with Paycom or other HRIS application required. Bi-lingual, Spanish-English a plus.

Knowledge of:

Knowledge of recruitment and selection methods and human resources legal issues.

Ability to:

Ability to work with people of diverse cultural, educational, social and economic backgrounds. Must possess the ability to follow instructions and exercise good judgment. Maintain confidentiality in sensitive situations; listen to people with varying personal and workplace needs, and maintain “boundaries” in all situations. Ability to thrive in a fast paced dynamic work environment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

Equal Opportunity Employer: minority/female/disability/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=51724&clientkey=A5559163F67395E0A2585D2135F98806>