



OPEN POSITION: Human Resources/Office Manager
DEPARTMENT/PROGRAM: Administration

1. BASIC INFORMATION

Position Title: Human Resources/Office Manager

Organization Information: This new position will be an integrated hire as Life Foundation & the CHOW Project merge into one organization. The Life Foundation is a comprehensive AIDS organization, offering HIV prevention activities and services for HIV positive people in Hawaii and the Pacific region. The Life Foundation is the oldest and largest AIDS program in the state. The CHOW Project is dedicated to serving individuals, families and communities adversely affected by drug use, especially people who inject drugs, through a participant-centered harm reduction approach.

Position Classification: Salaried - Exempt.

Availability: The position will remain open until filled. Life Foundation & the CHOW Project reserve the right to close this hiring process at any time without further notice.

2. OVERALL JOB DESCRIPTION

The HR/Office Manager is responsible for assisting with the day-to-day operations of the business department, which includes direct supervision of the front desk receptionists, coordinating the hiring and retention process for staff positions, coordinating CHOW/Life Foundation's health benefits, update and maintenance of Board of Director database, office supplies inventory coordination and purchasing, front desk coverage, accounting backup, and other administrative tasks as needed. The HR/Office Manager will also act as a Health and Safety Officer and work alongside the Security Officer to ensure standards are met and CHOW/Life Foundation is compliant.

Direct Supervisor: Finance Manager

Specific Duties and Responsibilities:

- Become familiar with applicable Hawaii and Federal employment related laws and regulations.
- Develop knowledge of CHOW/Life Foundation's available employment benefits programs, eligibility criteria and application process.
- Coordinate the hiring process of all new employees to ensure compliance with internal hiring procedures and external employment laws and standards.
- Maintain personnel records for current and former employees in a manner that is accurate, complete, up to date and consistent with generally acceptable human resources practice.
- Assist current and new employees to apply and qualify for benefits programs offered by CHOW/Life Foundation, including group health and dental insurance and government mandated programs such as temporary disability insurance, Social Security / Medicare, workers compensation and unemployment insurance.
- Coordinate and assist with routine personnel related procedures.
- Provide general First line coordination, which include replying to emails and phone calls, interview process, database upkeep, routing volunteers to appropriate departments, and in some cases training as required.
- Identify and build productive alliances with human resources related programs from which employees could benefit, such as the Hawaii Employers Council, Hawaii State Department of Labor and Industrial Relations and other committees or organizations.

- Serve as the organization's Health and Safety Officer:
 - Conduct health and safety meetings in conjunction with the Security Officer;
 - Take minutes and implement corrective action plans;
 - Responsible for all initial new hire training and also the annual training;
 - Comply with all policy and procedures of Health and Safety program and quality assurance program;
 - Comply with CHOW/Life Foundation confidentiality policy, HIPAA requirements, cultural competencies and rights to person served.
- Document job functions appropriately.
- Work with CHOW' Finance Manager and Life's Controller and Staff Accountant to monitor and evaluate program efficacy.
- Coordinate repairs and maintenance duties in offices, which include arranging for tasks such as cleaning, light bulb replacement, floor and carpet cleaning, pest control, appliance repair, and other tasks as required. Work alongside other departmental staff and property management to ensure all is complete.
- Supervise Front Desk Reception Staff, which includes but is not limited to developing and monitoring front desk coverage schedule by both paid staff and volunteers, handling minor problems with personnel and other front desk matters, reporting all incidents to Controller, working with Controller on significant front desk matters and events.
- Act as back up for accounting duties such as payroll and billing as needed.
- Other duties as required.

3. EXPERIENCE

- Strong interpersonal and organizational skills with extreme attention to detail
- The need to ensure efficiency and accuracy through high personal standards in systems and work ethics.
- Demonstrated ability to work productively, both independently and as part of a team.
- Willingness to learn the organizational and legal issues related to employment, workplace health and safety and federal HIPAA regulations.
- Ability to work well and thrive professionally in an atmosphere of significant diversity.
- Minimum of two years experience in computerized office environment, including hands on use of Microsoft Office programs (Outlook, Word, Excel, Access, PowerPoint, QuickBooks).
- Familiarity and comfort with using the Internet and associated programs.
- Willingness to work for a nonprofit organization.
- Knowledge of and commitment to the mission of the CHOW/Life Foundation.

4. QUALIFICATIONS

- Bachelor's degree in Human Resource and/or Business Administration at a college level.
- 2 years of HR experience.
- Exceptional oral and written communication skills.
- Demonstrated experience in duties as stated.

5. HOW TO APPLY

- Please carefully read and fully comply with the following.
- Applicants should send a resume, a letter explaining their interest in and qualifications for this position, and the names and contact information for three relevant references. Applications may be submitted via postal mail, fax or email attachment as follows:

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