

Job Title: HR/ER Specialist

Reports To: HR Director

About CLARE | MATRIX: CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970 CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA CLARE | MATRIX maintains 18 facilities in the southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

Summary:

The HR Specialist is passionate about recruiting, engaging, supporting, and evolving employees. The main responsibilities include developing compensation and benefits packages, maintaining employee records, and recruiting new employees. To excel in this role, you should be an excellent communicator, with in-depth knowledge of the recruiting process and labor regulations.

Other functions include but are not limited to payroll, recruiting and on-boarding, employee relations, policies and practices, employee benefits, leaves of absence, workers' compensation, health and safety, and record compliance.

Essential Duties and Responsibilities

- Advise HR Director of issues and conditions that may affect the department or the organization.
- Works with employees and their supervisors in efforts to resolve problems of employer/employee relations
- Conducts investigations into employee complaints of harassment, discrimination, ethics or compliance issues, and recommends appropriate action.
- May conduct or otherwise participate in interactive process meetings for employees requesting reasonable accommodation or requesting to return to work after a medical leave of absence.



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- Advises compliance with leaves of absence in accordance with State and federal laws including but not limited to, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), disability, and workers compensation; and determines employee eligibility for leaves of absence.
- Assist in maintaining and monitoring the organization's performance appraisal program.
- Assist in reviewing employee changes in status and ensures fair and equitable application of compensation policies and practices.
- Maintain up-to-date and thorough knowledge of federal and state employment laws.
- Coordinates legally mandated employee leaves (FMLA, Workers Comp, etc.).
- Assists with Onboarding / New Hire Orientation
- Administers Employee Benefits.
- Actively participate on the employee engagement team (Spirit Committee) to promote a harmonious work environment and assist with all event planning.
- Recruit and select quality applicants for temporary and fulltime positions, ensuring that the organization is adequately staffed with competent employees.
- Extend offers and assist in the administration of new employee orientation.
- Perform other specific and delegated duties as assigned.

Additional Duties & Responsibilities

- Respond to employees' queries and resolve issue in a timely and professional manner.
- Provides positive employee engagement services
- Proactively evaluates HR Data
- Provides Support on HR projects
- Maintains knowledge of HR best practices and changes to employment law

Education and Experience

- Bachelor's degree in a related field and **minimum seven years** related experience.
- Ability to formulate and express ideas clearly and concisely in written and oral presentations.
- Must be pro-active, willing, and able to implement new processes.
- Excellent organizational and problem-solving skills.
- Outstanding verbal and written communication skills.
- Ability to handle multiple projects/priorities simultaneously with an effective outcome.
- Ability to deal with highly confidential information.
- Must possess strong service-orientation skills.
- Ability to build relationships, credibility and trust with employees and management.
- Work independently on complex assignments.
- PC proficient, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and the Internet.
- HR Certification (PHR or SHRM-CP) Preferred



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- HR Nonprofit Experience preferred

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work Environment:

This job will be primarily located at the CLARE | MATRIX offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature I acknowledge that I have received and reviewed a copy of this job description:

Employee Printed Name and Signature

Date

CLARE | MATRIX is an equal opportunity/affirmative action employer. CLARE | MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.

