



Horizon House

JOB OPENING-POSTED 11-5-2018

To apply, login to www.horizonhouse.org and click on “Career” tab. For current employees, apply through your PayNW account. Choose “Our Company” and “Search for Jobs”.

Title:	Senior HR Business Partner	Dept:	Human Resources
Requisition:	#71-2018		
Supervisor:	VP HR	Effective Date:	1/1/2019
Status:	Exempt (1FTE)	Grade 15:	Exempt 35

Summary

Building on Horizon House’s Employee Value Proposition and Promise. Primary role is to work with Horizon House leadership in the development, implementation and oversight of employee engagement, recognition and staff attraction, selection and onboarding programs.

Essential Job Duties

Staff Selection -

- Foster strong relationships with candidates while conveying a sense of Horizon House culture.
- Using a consultative approach, work with hiring managers to ensure each search is on target and results in the best hire for the position
- Stay current with recruiting, engagement and branding trends and sourcing strategies, utilize the full capabilities of social media and other communication tools.
- Working with Communications, develop and implement strategy for branding Horizon House as an employer of choice.
- Continually communicate both internally with hiring managers and associates, and externally with candidates to keep them informed throughout the hiring process
- Source, screen and recommend candidates; schedule interviews, and manage post interview team debriefs
- Manage closing processes
- Build and maintain a network of potential candidates through pro-active market research and on-going relationship management
- Oversee the recruiting and onboarding process. Recommend ideas and strategies related to recruiting and on boarding and implement new processes, tools, and strategies to deliver high quality results
- Establish and maintain networks through professional societies, college recruiting, industry job fairs
- Manage relationships with external recruiters and temporary staffing agencies and benefit vendors/providers and community connections.
- Ensure that recruiting processes are legally compliant and meet City, State and Federal guidelines.

- Develop and maintain community relationships that create a pipeline of future talent.

Onboarding –

- Oversee the onboarding and New Hire Orientation processes, organizational and departmental.
- Provide coaching and guidance in order to enable hiring managers to continuously improve new staffs onboarding/orientation.
- Extend employment offers and provide information for a smooth transition to the Onboarding group.

Recordkeeping –

- Generate reports as required
- Manage ATS
- Manage critical data to ensure compliance with Federal, State, County and City requirements
- Establish metrics and use data to improve engagement, recruiting, onboarding and performance.

Compensation –

- Together with the VP of HR, annual review of salary grades and compensation plans
- Conduct compensation surveys as requested or as market dictates
- Recommend updates/adjustments to compensation as suggested by matrix, data and market to ensure that HH compensation remains competitive within the industry and immediate market.

Employee Recognition/Engagement –

- Take an active role in the development and implementation of recognition and engagement initiatives.
- Incorporate the Employee Promise and Employer Brand into all elements of the search process and staff communications.
- Participate in staff appreciation and recognition activities

Secondary Job Duties

- Manages logistics for interviews to ensure that the candidate has a positive experience with Horizon House, no matter the outcome of the interview process.
- Maintains a working knowledge of HH Collective Bargaining Agreement and policies.
- Manages recruiting records.
- Develops and maintains positive working relationships with internal and external customers and vendors.
- Develops and maintains a strong professional network.

Job Requirements

Must have excellent communication and organizational skills while maintaining strict levels of confidentiality; project management skills; ability to multi-task over a variety of projects; possess a working understanding of employment law. Accuracy and critical thinking skills are essential. Must feel comfortable dealing with people at all levels of the company. Must have excellent customer service skills; an outgoing personality is - strongly desired. Local travel up to 25%

Experience/Knowledge/Education/Specialized Training Required

BA Marketing, Business or related field and 5 years' experience Human Resources Generalist or Engagement Specialist, with at least 2 years' experience recruiting at all levels. Intermediate proficiency of Windows and MS Office. Experience working with an Applicant Tracking Systems and Publisher preferred. Working understanding of city, state and federal employment laws. Professional Certification a plus.

Confidentiality Requirements:

Employee accesses, uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHI (protected health information) (paper, electronic and oral) within his/her work area.

Material/Equipment Directly Used

Telephone, voice mail, photocopier, fax machine, computer.

-PayNorthwest

-Applicant Tracking System

-Relias (Any other training programs)

Physical and Environmental Requirements

1. Able to remain seated or stand without a break for periods of up to two hours. Able to see, hear and speak English language adequately to perform the functions of this position.
2. Tasks and procedures performed are not at risk for blood-borne pathogens.