



Human Resources Assistant Position Description

RISE is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Human Resources Assistant is responsible for a variety of Human Resources, administrative, and internal and external reporting functions, as well as assisting others in a variety of duties. The Human Resources Assistant reports to the Human Resources Manager.

As with all positions at our agency, it is the duty of individual in this position to fully support the mission, vision and values of the agency, to work in a coordinated manner with other employees, and to demonstrate professional and personal confidence in the service delivery model and approaches taken by the organization.

Position Responsibilities:

Human Resources:

1. Provide assistance with processing recruitment, hiring, new employee orientation, onboarding, and off-boarding tasks.
2. Maintain employees' personnel records and related files, according to agency policy and current legal guidelines.
3. In conjunction with the Human Resources Manager and Human Resources & Payroll Specialist, provide support and assistance to satisfy reporting requirements.
4. Work with the Human Resources Manager and Human Resources & Payroll Specialist on various projects and work as requested.

Agency Benefits and Insurance:

1. Provide assistance in processing insurance- and compliance-related reports and claims.
2. Process employee changes and updates to benefits and insurance as requested.

Office Support:

1. Assist Administrative Assistant as needed for incoming call coverage during lunches and busy periods.
2. Maintain confidential personnel files and personnel actions documentation.
3. Perform confidential data entry tasks as needed.
4. Perform other duties as requested by the Human Resources Manager or Human Resources & Payroll Specialist that enhance the overall operation of the agency.

Agency

1. Engage in ongoing examination of and engagement with one's own biases and continued work toward cultural humility.
2. Work with everyone, embracing different perspectives and life experiences beyond one's own experience and perspective.
3. Attend and actively participate in agency meetings as requested.
4. Follow RISE's confidentiality guidelines to ensure program participant privacy.
5. Follow RISE's policies and procedures as cited in the Employee Handbook.
6. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
7. Hold a valid driver's license, have access to reliable transportation, and have a driving record that enables purchase of automobile insurance, in accordance with agency guidelines.

Required Qualifications:

- High school diploma or equivalent required
- At least one year of work experience in an office/clerical support position
- Previous experience with handling sensitive and confidential information
- Demonstrated high quality written and verbal communication skills
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, and Outlook; and willingness to learn new skills as needed or required
- Ability to pay attention to detail
- Possess a commitment to providing quality work and the timely completion of duties
- Demonstrated ability to work as a member of a team
- Demonstrated ability to perform work with high ethical standards
- Proven success in delivering high levels of quality service to a team (performing in a professional and pleasant manner)

Preferred Qualifications:

- Previous experience in Human Resources
- Advanced coursework in Human Resources
- Bilingual in Spanish language (in addition to English) as determined by ALTA test and within Agency's acceptable range

HIPAA Regulations:

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization's HIPAA training which describes the policies and procedures for the agency.

Accountability: The Human Resources Assistant is accountable to the Human Resources Manager.

Employment Status: Limited Term Employment through 12/31/18 with the potential to extend. Position is part-time, 10-15 hours a week.

FLSA Status: Non-exempt

Physical Demands:

While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis. The employee is required to communicate effectively via verbal, audible and written means.

Work Conditions/ Hours:

Heated and air conditioned open office/office environment. Noise level is usually low to moderate. Occasional travel by vehicle required. The employee may be requested to drive self and others via vehicle. Regular schedule is 10-15 hours per week, Monday–Friday, with some scheduling flexibility.

Application Instructions:

Send completed application form, cover letter and resume to:

Attn: Human Resources
RISE
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@risewisconsin.org

If you need technical assistance or an accommodation during the application/hiring process please email us at hr@risewisconsin.org or call (608) 250-6334.

- Application Form available at www.risewisconsin.org
- Application packet **must be complete** to be considered.
- Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration. Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required.

RISE is an Affirmative Action/Equal Opportunity employer. RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political

beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.