



JOB ANNOUNCEMENT

Job Title:	Human Resource Associate
Job Number:	19 - 113
Location:	Denver
Department:	10 - Administration
Reports to:	Human Resource Manager
Supervises:	None
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

COMPANY OVERVIEW

Founded in 1988, Urban Peak is the only non-profit organization in Denver that provides a full convergence of services for youth ages 15 through 24 experiencing homelessness or at imminent risk of becoming homeless. Our goal is to meet youth where they are and to provide them with the assistance and support they need to become self-sufficient or obtain the necessary services they need to exit a life on the streets. Urban Peak provides numerous programs and services that are founded on the principles of trauma-informed care and Positive Youth Development to assist youth in reaching their potential and living a successful life off of the streets. Services include street outreach, a 40-bed shelter for youth ages 15 through 20, a daytime drop-in center, supportive housing, education and employment services, case management, life skills courses, behavioral health evaluations, meals and more.

The youth served at the shelter come from a variety of backgrounds, and we strive to be a safe community for all youth, regardless of race, ethnicity, national origin, religion, class, educational background, sexual orientation, gender identity, or ability status.

JOB SUMMARY

Under the supervision of the Human Resource Manager the Human Resource Associate will be responsible for recruiting activities, bi-monthly payroll processing and assisting in day to day operations of the Human Resource department which includes the hiring process, scheduling new employee orientations and trainings, entering and filing employee records, assisting with compensation and benefits, and other duties as assigned.

This position will ensure that interactions, interventions and environments at Urban Peak are trauma informed and emphasize the physical and emotional safety of youth and staff.

QUALIFICATIONS

- Bachelor's degree in a related field with some related experience or two (2) to three (3) years of experience in Human Resources, including payroll processing
- Experience processing payroll within the ADP Workforce Now Platform preferred
- Experience in full cycle recruiting – applicant tracking, onboarding, offer letters, benefits knowledge
- Ability to maintain high-degree of confidentiality
- General knowledge of various employment Federal, State, City and County laws mandates and practices
- Excellent organization skills and detail oriented
- Basic knowledge of HR practices
- Experience with ATS software – ADP Platform a plus
- Strong communication skills; both written and verbal
- Ability to manage multiple tasks effectively under pressure with attention to detail

- Must be computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, PowerPoint, and Excel); ADP software experience highly desirable
- Understanding of the provision of and commitment to trauma informed care and positive youth development
- Must be insurable as a driver on Urban Peak's auto liability policy in order to conduct business on behalf of the agency
- Must pass both federal and state background checks
- Must pass pre-employment TB screening

JOB DUTIES

Payroll processing

- Review employee timesheets to ensure time is accurately recorded and reflects UP's policies
- Follow-up with employee and/or supervisor when discrepancies arise
- Process payroll in ADP system; submit processing report to Director of Finance for approval
- Staying current on the agency's organization structure, personnel policy, and federal and state laws regarding payroll practices

Staff Recruitment & Hiring

- Recruiting efforts should aim to seek diverse candidates that are reflective of the youth we serve. Focus recruiting efforts on increasing organizational capacity to deliver and evaluate culturally competent programming.
- Partnering with hiring managers to determine staffing needs
- Creating and maintaining job descriptions as well as job postings
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate agency assessments
- Performing reference and background checks per Licensing Regs.
- Making recommendations to agency hiring managers
- Coordinating interviews with hiring managers
- Following up on the interview process status
- Communicating agency information and benefits during screening process
- Staying current on the agency's organization structure, personnel policy, and federal and state laws regarding employment practices
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Ensuring hiring pre-requisites are met throughout the onboarding process
- Coordinating staff training schedule with appropriate staff members
- Conducting Staff Orientation
- Preparing new hire paperwork, ensuring that proper documentation is provided and filed appropriately in accordance with state and federal laws
- Compiling and updating employee records (hard and soft copies)
- Conducting file audits

General administrative support

- General administration duties
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to the HR team
- Conducting exit interviews on terminating employees as needed
- Coordinate HR meetings, trainings, etc.
- Other duties as assigned

WORK SCHEDULE

This is a full time position. The typical work schedule is Monday – Friday; 8:00 a.m. to 5:00 p.m. This position may require some weekends and/or evenings to support and attend Urban Peak events.

COMPENSATION & BENEFITS

The starting salary for this position is 18.00-20.00 per hour D.O.E. Our benefits package includes life, disability, medical & dental insurance, 403(b) plan, paid time off, sick time bereavement time, jury duty, holidays and a RTD Eco Pass.

TO APPLY

Please submit cover letter, resume, and the names and telephone numbers of three (3) professional and/or academic references to:

Urban Peak
ATTN: Human Resources
730 21st Street
Denver, CO 80205
Fax: (303) 295-6116
E-mail: jobs@urbanpeak.org

All attachments should be in Microsoft Word (.doc) or portal document format (.pdf). In the subject field of the email include the job number, job title, and your first and last name. (Example: 012345 – HR Specialist – Doe, Jane).

This position will be filled as soon as a qualified candidate is identified. Due to limited staffing resources we are unable to respond to phone inquiries, including calls to check on the status of a submitted application. Applicants will only be contacted if selected for an interview. This job announcement is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Urban Peak is an equal opportunity employer and seeks a diverse pool of applicants.