

Helping Hands East Bay
2447 Santa Clara Avenue, Suite 201
Alameda, CA 94501
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www.hheb.org

Helping Hands East Bay is a 501 (c) 3 nonprofit organization dedicated to serving Asian immigrant individuals and families living with developmental disabilities who reside in north and central Alameda County. We have 4 programs: Tailored-day Service, Supported Employment, Community Integration Adult Day Program and Consumer/Family Support serving adult consumers and their families who are registered with Regional Center of the East Bay.

JOB ANNOUNCEMENT

HR/QA Specialist – Part-Time

Post Date: August 27, 2024
Hours: 60% FTE (22.5 to 24 hours/week); Non-Exempt
Pay Range: \$29-\$36 per hour
Benefits: Prorated paid holidays, sick leave and vacation
Reports to: Executive Director

Job Duties:

1. Act as the organization's Custodian of Record for personnel record in compliance with CA Department of Justice
2. Review and update Employee Handbook annually to comply with new federal, state and local employment laws
3. Review and revise job postings and develop pay scale to comply with CA Equal Pay Act (January Pay Scale Disclosure requirements)
4. Perform exclusion search with Office of Inspector General (OIG) of US Department of Health & Human Services for all potential new hire or potential independent contractors
5. Provide on-boarding orientation training to new hire
6. Coordinate with health benefits broker to add/change/terminate benefits
7. Track personnel for various compliance with program and state requirements, such as TB, Covid-19 vaccination, CPR certification, sexual harassment prevention training, auto insurance, DMV driving record
8. Develop and provide effective staff training for various roles
9. Oversee employees annual performance evaluations, performance improvement plans and disciplinary procedures
10. Update Covid-19 prevention plan according to the latest CalOSHA standards and report/investigate positive cases according to Alameda County Public Health guidelines
11. Assist with completion of workers compensation insurance annual audit
12. Conduct employees and consumers' satisfaction survey
13. Assist with CARF accreditation preparation
14. Investigate consumers formal grievances
15. Conduct program evaluation with program managers

16. Other related duties as assigned by the Executive Director

Qualifications

1. Bachelor's degree in human resources management with 2 years of experience in a nonprofit human service organization or a master's degree in human services related field with HR and QA experience
2. Excellence in oral and written communication
3. Experience in conducting staff training and conflict mediation
4. Experience serving individuals who have intellectual and developmental disabilities a plus
5. Proficient in Microsoft 365 and Google Workspace
6. Valid California Driver's license, auto insurance with bodily injury liability limit of at least \$100,000, and access to use of an automobile
- 7.

Please submit your resume and cover letter to Esther Chow at echow@hheb.org