



Organization: Project Homeless Connect Washington County  
Position: Human Resources Manager  
Status: Full Time Employee  
Reports To: Director of Operations and Finance  
Compensation: \$68,000 - \$74,000 DOE  
Benefits: 80 hrs PTO, 40 hrs Paid Sick Time, Simple IRA w/3% match. Medical, Dental, Vision, Life Insurance (Employee only)  
Location: Hillsboro, OR  
Position Closes: Open Until Filled

**Project Homeless Connect Washington County (PHC)**, a nonprofit serving those experiencing homelessness in Washington County, is seeking an individual passionate about serving the vulnerable in our community to join our team as our Human Resources Manager. PHC serves the community of Washington County by providing a multifaceted approach towards serving those affected by homelessness. Our vision is to cooperatively develop a high quality, fully integrated system of services and support that responds to the needs of those struggling in our community. Our success depends on knowing everyone as individuals and meeting them where they are at. We know there are many complex reasons someone may be experiencing homelessness. We look to reduce the stress they endure and provide basic needs, and services through a variety of programs. We operate a Day Center, Housing Case Management team, Outreach Team, Temporary Emergency Shelters, and coordinate collaborative One Day Events that provide critical services.

**Why Work With Us?** PHC encompasses our values of Community, Hope, Empowerment, & Compassion in how we serve our guests, and our staff. Our staff are driven by their passion to make a meaningful impact in our community. We strive to foster an environment of inclusiveness, and support staff in their strengths. We value an open, transparent environment and welcome contributions from each staff member. Project Homeless Connect has an organizational commitment to equity and inclusion, and to ensure that programs and staff culture are equitable in both access and outcomes regardless of race, ethnicity, faith, culture, language, disability, gender, gender identity, sexual orientation, or family status. Project Homeless Connect is committed to pursuing effective strategies and devoting dedicated time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

### **Position Overview:**

The Human Resources Manager role will be to implement the right processes and practices across the organization. The specific duties of the Human Resources Manager include formulating strategy, improving performance measures, procuring material and resources and securing compliance. You should be ready to mentor your team members, find ways to increase the quality of client services and implement best practices across all levels. Ultimately, we'll trust you to help us remain compliant and efficient.

The Human Resources department operates at a professional level across various essential functional areas, including:

- **Employee Relations:** Fostering a positive workplace environment and addressing employee concerns.
- **Onboarding and Offboarding Staff:** Managing the process of welcoming new employees and guiding departing staff.
- **Recruitment, Employment, and Retention:** Developing strategies to attract, hire, and retain top talent.
- **Assisting with Employee Terminations:** Providing support during the termination process, ensuring compliance and sensitivity.
- **Affirmative Action and Employment Equity Programs:** Promoting diversity and inclusion through targeted initiatives.
- **Benefits Management:** Overseeing employee benefits programs to enhance employee satisfaction and well-being.
- **Performance Management:** Implementing performance evaluation systems to support employee growth and development.
- **Policy Development and Implementation:** Creating and enforcing HR policies to align with organizational goals and legal requirements.
- **Procurement of Supplies and Equipment:** Coordinating the acquisition of necessary supplies and systems for new hires.
- **Employment Law Compliance:** Ensuring adherence to relevant employment laws and regulations to mitigate legal risks.

#### **Overall Responsibilities:**

- Improve operational management systems, processes, and best practices.
- Help the organization's processes remain legally compliant.
- Lead from behind and support program staff and senior leadership. Build team spirit and community and intervene and address any challenges that are present.
- Commitment to and engagement anti-racism work. This leadership position will be responsible for
- supporting implementation of organizational, team, and individual equity related goals.
- Cultivate PHC's unique culture among all of our teams. Positively hold staff accountable to PHC mission, vision, and values.
- Formulate strategic and operational objectives.
- Recruit, onboard and train staff
- Maintain job descriptions keeping them current with agency program staff duties change.
- Support Program Directors with supervision tools and support for employees.
- Engage with staff working to find creative solutions to resolve work relationship challenges should they arise.

#### **Specific Areas of work:**

- Administers various human resource plans and procedures for all organization employees; develops and implements policies and procedures to include the employee policies and procedures manual.
- Communicate with employees and management on various human resource policies, procedures, laws, standards and other government relations.
- Maintains employee files.

- Administers the compensation program; monitors the performance evaluation program and revises, creates/updates job descriptions as necessary.
- Negotiates and manages employee benefits plans, including claims resolution; communicates benefits information to employees and manages open enrollment.
- Monitor changing employment and compensation regulations to ensure all HR practices are legally compliant.
- Conducts recruitment effort for all exempt and nonexempt positions, temporary employees; manages Internship partnerships and application process; conducts new-employee orientations; monitors career-pathing program; writes and places job postings.
- Handles employee relations counseling, outplacement counseling and performs exit interviews.
- Coaches, counsels, and guides managers before executing employee disciplinary actions.
- Responds to employee relations issues such as employee complaints.
- Maintains company organization charts and the employee directory.
- Maintains and coordinates employee recognition programs. Coordinates office holiday party, staff Meetings.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Represents the organization for any unemployment claims.
- Create, refine, and oversee the implementation of HR practices within the company to ensure high employee retention and work satisfaction.

### **Qualifications:**

#### **Education and/or Experience**

- Bachelor's degree in business, HR or related field is required; an equivalent combination of education, experience, and training may be considered.
- A minimum of 3 years of work-related experience is required.

#### **Knowledge, Skills, Abilities & Behaviors**

- Service mindset, ability to work with a diverse workforce.
- Knowledge of federal, state, and local employment laws.
- Demonstrates high attention to detail, problem solving ability with strong organization/planning skills and the ability to prioritize multiple tasks.
- Attention to detail and pride in accuracy of work.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Proficient with or the ability to quickly learn Gusto and similar computer applications.
- Proficient with Microsoft Office Suite or related software.

#### **Working Conditions**

- Regularly sit while working on the computer; use hands and fingers to handle, control or feel objects tools or controls; repeat the same movements when entering data; ability to differentiate between colors, shades, and brightness; read from a computer screen for extended periods of time.
- Frequently stand and walk around the office to gather supplies, required to do filing, use office equipment, or collaborate with employees.
- Occasionally stand, stoop and lift or move objects, equipment and supplies weighing approximately 20-25 pounds up to 40-50 pounds.
- The noise level in the work environment is usually moderate.

*PHC values diversity in its workforce and is an equal opportunity employer. BIPOC candidates are encouraged to apply.*

PHC provides a salary differential for candidates who are bilingual, recognizing the added value they bring to our team. This compensation reflects our commitment to leveraging diverse language skills to better serve our clients.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PHC will be based on merit, qualifications, and abilities. PHC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by applicable law.

PHCWC partners with a wide variety of for-profit and nonprofit organizations, including churches and religious organizations, large and small businesses, and government. Partnerships might include direct engagement, receipt of goods and services, rental spaces, and/or endorsements and advertising.