**Job Title: H.R. Assistant Department: Human Resources**

**Reports to: H.R. Director Effective Date: 5/10/2022**

**Who We Are:**

Catholic Charities is proud of its 90-plus year history of providing vital social services in our Diocese. Today, we maintain a substantial presence in ten communities throughout the twenty-eight counties of central Illinois. Area Offices operate in the communities of Alton, Carlinville, Decatur, Effingham, Granite City, Mattoon, Quincy, and Springfield. In addition, Catholic Charities manages facilities in Alton (Catholic Children's Home) and Beardstown (The St. Anne Residence). The agency has earned national reaccreditation through COA, the Council on Accreditation for Children and Family Services, which certifies that all programs meet best practice social service standards. This certification is the result of a monumental effort by Catholic Charities staff throughout the Diocese working together to modify and improve the delivery of services to our deserving clients.

The agency partners with many volunteers who are dedicated to the success of the local Catholic Charities operations. Advisory boards are excellent examples of such partnerships. The local advisory boards are comprised of special individuals who serve as the agency's vital link to the needs of our communities; they provide invaluable advocacy and support. Over the years, these advisory boards have raised hundreds of thousands of dollars to ensure that the mission of Catholic Charities remains viable and responsive.

Our vast array of "Continuum of Care" services include counseling programs, senior services and guardianship, health care, residential care, independent living; special education, emergency shelter care, family preservation services, food and clothing distribution, St. John's Breadline, Meals on Wheels in Decatur, crisis assistance, Med-Assist, Mobile Food Pantry, Catholic Charities Legal Services, The St. Anne Residence and discount resale stores. Catholic Charities seeks to respond to the needs of its communities through these diverse programs. Every year, this objective is realized as literally thousands of children and families are positively impacted by our efforts

**Job Summary:**

Catholic Charities is seeking an experienced H.R. Assistant to join our busy Human Resources team of two. This role will support the H.R. Director and perform a broad range of H.R. activities including employee relations, recruiting, new hire onboarding, HRIS transactions, record keeping, running reports, file maintenance and special projects.

**Duties/Responsibilities:**

* *Responds to all internal and external H.R. related inquiries.*
* *Assists with employee relations activities.*
* *Performs HRIS system maintenance, resolving HRIS problems, ensuring data integrity and accuracy.*
* *Processes employee changes and terminations in ADP.*
* *Collaborates with Area Directors and hiring managers to identify talent needs.*
* *Posts job requisitions and onboard new hires through ADP.*
* *Conducts new hire orientations and processes new hire paperwork.*
* *Trains employees on various H.R. related topics and keeps track of training records.*
* *Assists with tracking performance management evaluations.*
* *Assists with accident reporting and workman’s comp. claims.*
* *Sets up new hire profiles in My Enroll.*
* *Conducts monthly employee benefit invoice reconciliations.*
* *Runs compliance reports through ADP.*
* *Manages confidential files and other privileged information in a professional manner.*
* *Oversees the daily workflow of the department.*
* *Performs other related duties as assigned to support the H.R. department.*

**Required Knowledge, Skills & Abilities:**

* *Professional oral and written communication skills.*
* *Ability to maintain discretion and confidentiality with sensitive information.*
* *Ability to embrace new systems and process enhancements.*
* *Must possess excellent organizational skills and attention to detail.*
* *Must possess a general knowledge and understanding of key H.R. functions and operational processes.*

**Education and Experience:**

* *Bachelor’s degree in an H.R. related field and/or equivalent work experience.*
* *HRIS experience required, preferably ADP Workforce Now.*
* *At least two years of related H.R. experience.*
* *Strong Microsoft Office skills.*

**Apply at:** <https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=46a1b14d-1f16-4013-b6cc-9364c0e4b121&ccId=19000101_000001&jobId=418835&lang=en_US&source=EN>

*\*\*\*\*Although being a member of the Catholic faith is not a requirement to be employed by Catholic Charities, it is expected and required of all employees to respect, support and uphold the mission of Catholic Charities which is “to extend to all the healing and empowering presence of Jesus”.*