



THE OPPORTUNITY

TeamChild seeks an HR Generalist. This position is a key member of TeamChild’s Finance and Administration team, which plays a critical role in helping TeamChild realize its ambitious growth and impact goals. The HR Generalist reports to the Director of Finance & Administration. This position will run the daily functions of the Human Resources department, including coordination of hiring teams, recruitment of candidates, administering pay, benefits, and leave; and supporting the implementation of personnel policies. There are many exciting opportunities for growth beyond the following primary responsibilities.

WHO WE ARE

Headquartered in Seattle, with regional offices in Pierce, Spokane, and Yakima counties, TeamChild is a nationally recognized nonprofit organization providing civil legal aid to vulnerable youth across Washington State. The mission of TeamChild is to uphold the rights of youth involved, or at risk of involvement, in the juvenile legal system. TeamChild works to help youth secure the education, healthcare, housing, and other supports needed to achieve positive outcomes in their lives. TeamChild believes that racial and other social identities should be respected and affirmed. In support of this belief, an equitable and inclusive organization is being built. Staff, volunteers, and board members are being given the tools to address institutional racism and other forms of oppression. This commitment provides a foundation for empowering the youth and families; ensuring they are justly represented and their desires are amply fulfilled.

HOW TO APPLY

Interested applicants should email a resume and concise cover letter to jobs@teamchild.org using the following file naming convention: “[Last Name] - Letter” and [Last Name] – Resume.” Please include the job title and your last name in the subject line of the email. Also, please note how you learned of this opportunity.

All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply. TeamChild is an Equal Opportunity Employer and is committed to promoting an environment free of barriers and discriminatory practices for its clients, Board, and staff. TeamChild encourages applicants from all protected classes including those based on race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental, and physical abilities.

Vision
Young people have power and experience belonging at school, at home, and in their communities

Values
Centering youth – We take bold, creative action in support of young people’s self-determination.
Wholeness – We give and receive real support and care for ourselves, clients, and communities. We bring our whole selves to work.
Accountability – We operate from an anti-oppression foundation. We act with integrity and intentionality and encourage each other to be better every day.
Anti-racism – We operate with anti-racist principles to undo and end all intersecting forms of oppression.

King, Pierce, Yakima and Spokane
 Founded in 1996
 Budget \$3.5m
 35 FTE



Salary & Benefits
 \$67,500 - \$75,000 DOE
 Medical, Dental, and Vision coverage, generous PTO, long/short term disability, 403b, \$1,000 wellbeing benefit, work flexibility.



HR Generalist TEAMCHILD

TeamChild is a nationally recognized nonprofit legal aid organization serving youth across Washington State, with office locations in Seattle, Tacoma, Yakima, and Spokane. TeamChild's mission is to uphold the rights of youth involved, or at risk of involvement, in the juvenile legal system to help them secure the education, healthcare, housing and other support they need to achieve positive outcomes in their lives. We have three mutually reinforcing program strategies: legal services, policy advocacy, and training and community education. Core to all of our work is our legal services program, which reaches youth 12-24 years old in four of Washington's largest counties as well as youth incarcerated or recently released from our state's juvenile prisons and community facilities. Our clients are youth and young adults entangled in juvenile court and the child welfare system that need civil legal advocacy to prevent homelessness, access education and employment, and for their basic health and other needs to be met. In our work, we also aim to move systems away from exclusion, punishment, arrest, and incarceration towards more effective and community-based strategies that address root causes and provide culturally meaningful and developmentally appropriate support and opportunities for young people.

At TeamChild we believe that racial and other identities should be respected and affirmed. In support of this belief, we are building an equitable and inclusive organization and providing our team of staff, volunteers, and Board members with the tools to address institutionalized racism and other forms of oppression. All members of our team are responsible for providing and supporting an equitable and inclusive work environment that will enrich our interactions with each other and our products and services. This responsibility provides the foundation for serving our clients and their families, so their needs are justly represented, and their desires amply fulfilled. For more information about TeamChild, see www.teamchild.org.

CULTURE

TeamChild is a unique, values-driven organization that is boldly committed to creating and maintaining a work environment that supports collaboration, inclusion, shared-accountability, distributed power, and non-hierarchical operations. At its core, TeamChild fights for effective solutions and community-driven strategies that nurture and develop the health and wellbeing of young people, instead of exclusion and incarceration. Individuals who work for TeamChild are naturally aligned with:

- A commitment to anti-racism, anti-oppression, and intersectional equity analysis.
- A focus on relationship building.
- An ability to listen with an open mind and a deep commitment to including and respecting diverse viewpoints.
- Values collaboration and inclusive decision-making.
- A proactive, passionate, and collaborative attitude.
- A foundation of self-awareness that provides space for learning and growth.

JOB OVERVIEW

This position is a key member of TeamChild's Finance and Administration team, which plays a critical role in helping TeamChild realize its ambitious growth and impact goals. The HR Generalist reports to the Director of Finance & Administration and works closely with members of the Finance &

Administration team. This position also collaborates closely with the Community Engagement & Anti-Racism Director to fulfill employee development and relations responsibilities in alignment with TeamChild's values. This position runs the daily functions of the Human Resources department, including coordination of hiring teams, recruitment of candidates, administering pay, benefits, and leave, and supporting the implementation of personnel policies. There are many exciting opportunities for growth beyond the following primary responsibilities.

There is some flexibility in this position for the opportunity for both remote work and work from our King County office in Seattle. A flexible work schedule may be arranged with the Finance & Administration team.

SCOPE OF WORK

Payroll and Benefits

- Semi-monthly payroll processing, including timesheet review, ensuring proper supervisor approval, and reviewing all expenses submitted for reimbursement.
- Process and manage employee benefits (medical, dental, FSA, 403(b) and other benefits) via online systems and leave request approval.
- Assist with annual open enrollment process as needed, including managing benefit selection process
- Maintain and update PayNorthwest, TeamChild's payroll system, including all salary changes, benefit changes, rates for IRS mileage reimbursement, workers' compensation and unemployment tax, and employee information including hire dates, raises, and termination dates.
- Establish and maintain vendor relationships with TeamChild's insurance broker, PayNorthwest and all benefit providers.
- Review leave requests (PFML and sick leave bank) for policy alignment and collaborate with applicable team members to make determinations

Recruitment, Onboarding, Offboarding & General Support

- Manage HR functions throughout the employee lifecycle including onboarding, offboarding, exit interviews, the completion of onboarding/offboarding duties, and the maintenance of electronic and physical personnel files.
- Support all aspects of the recruitment process including the creation and utilization of screening tools, job postings, receiving and organizing incoming applications, and coordination of interviews.
- Coordinate all aspects of new employee onboarding including conducting background and employee eligibility checks, payroll, benefits, administrative functions, and operational setup.
- Research and schedule flights, lodging and other travel-related expenses as needed for staff and volunteers
- Coordinate annual Washington State Bar Association (WSBA) renewals

Employee Development & Employee Relations

- Maintain and conduct periodic revisions of personnel policies in collaboration with staff and HR experts
- Lead additional HR related-projects, initiatives, or processes as needed through a values-driven lens, including overseeing Employee Development Plans and conducting compensation research
- Maintain updated and accurate organizational records and contact information, including TeamChild's organizational phone rosters, and all personnel files.

- Initiate and conduct investigations of employee misconduct or complaints and consult with leadership and impacted staff to determine outcome. Ensure documentation is complete and thorough. Ensure compliance with existing TeamChild anti-discrimination/harassment policy
- As needed, provide mediation and facilitation to maintain effective working relationships among staff in accordance with TeamChild policies
- Support staff and supervisors in developing performance improvement reviews, development plans, and other performance improvement measures in alignment with TeamChild values. personnel policies.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

REQUIREMENTS

Qualifications and Experience:

- Minimum of 3 years of relevant experience in the Human Resources field
- Demonstrated dedication to professional growth in the field of Human Resources, through training and/or other certifications
- Strong commitment to TeamChild's values of anti-racism and undoing other forms of oppression
- Effective consultative and interpersonal communication skills, including clear verbal and written communication, ability to maintain composure while having difficult conversations, and a high aptitude for developing the trust of colleagues, and working collaboratively across all levels of the organization.
- Ability to communicate effectively and respectfully with people across different identities and protected classes.
- Individual initiative, solid judgement, discretion regarding sensitive and confidential matters, and experience supporting and/or coaching managers
- Strong analytical skills, critical thinking, and problem-solving skills with the ability to foresee potential obstacles and proactively identify solutions and resolve issues through an employee-centric process/system improvements lens
- Ability to write effective, useful and timely documentation to support HR-related action
- Strong attention to details to ensure accuracy, completeness, and consistency, and strong knowledge of and ability to apply federal, state, and local employment laws and regulations.
- Creative mindset, with an eye for employee-centric process and system improvements
- Ability to work collaboratively and participate in shared decision-making at all levels of the organization
- Ability to thrive in a dynamic environment of change and multiple deadlines/priorities demonstrating organization, flexibility, efficiency, and diplomacy
- Proficient and experienced with Adobe Acrobat and Microsoft Office applications; particularly Word, Excel, PowerPoint, and Outlook. Must be able to work efficiently and effectively with customized databases and technology and conduct Internet research.

Desired Qualifications (a plus, but not required):

- Human Resources Generalist experience
- Work experience in the nonprofit sector
- HR certifications, such as PHR, SPHR, GPHR, SHRM-CP or –SCP
- Experience with payroll systems

COMPENSATION AND BENEFITS

TeamChild is committed to providing employees with a competitive salary and benefits package. This position is full-time and exempt, with a salary range of \$67,500 - \$75,000, depending on experience. TeamChild offers full benefits including medical, dental, vision, Employee Assistance Programs (EAP), generous paid time off, long-and short-term disability, life insurance, a \$1,000 wellbeing benefit, and the option to set up a Flexible Spending Account (FSA) and a 403(b) retirement account.

Candidates whose experience would place them below \$75,000 on TeamChild's compensation scales may be eligible for additional years of experience credit based upon the candidate's lived experience with systems of oppression reflective of our clients' experiences. This encompasses the candidate's own significant interactions in the systems, particularly if you were impacted by low income or lack of financial resources at that time: Juvenile Courts, Prior incarceration, Foster Care, Housing Instability or Homelessness, Long-term or regular patterns of school exclusion (for example, frequent suspension, long-term suspension or expulsion), Barriers to accessing adequate Special Education services, Barriers to accessing adequate Behavioral Health Care services, and/or Barriers to navigating the immigration system. Additional lived experience not listed may be considered.

TO APPLY

Please email a concise letter of interest and resume to jobs@teamchild.org using the following file naming convention: "[Last Name] - Letter" and [Last Name] - Resume" Please write "HR Generalist" and your last name in the subject line and let us know how you learned of this position. Position open until filled, with a priority based on applications received before July 22, 2022. Before submitting your application, please check TeamChild's [website](#) to make sure that this position is still open.

WORK ENVIRONMENT

TeamChild's main office is generally open on weekdays between the hours of 9 a.m. and 5 p.m. and is located in the Chinatown/International District of Seattle. The physical demands and work environment described below represent those required and encountered by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to input information into a computer for long periods of time.
- Able to remain stationary for extended periods.
- Able to assess information communicated through a computer.
- Able to work some evenings, weekends, holidays, and extended hours in occasional emergent circumstances.
- Able to travel locally as needed.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. TeamChild reserves the right to change the description and/or posting at any time without advance notice.