



TeamChild

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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 court 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.

ABOUT 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 in our state's juvenile prisons. Our clients are youth and young adults who are entangled in juvenile court and the child welfare system and need civil legal advocacy to prevent homelessness, access education and employment, and get their basic health and other needs 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 social identities should be respected and affirmed. In support of this belief, we are trying to build 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 advocacy. This responsibility provides the foundation for empowering the children and families that we serve so their needs are justly represented, and their desires amply fulfilled.

Vision

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

Values

Youth centered

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.

Salary & Benefits

\$62,400-\$83,200

Medical, Dental, and Vision coverage, generous PTO, long/short term disability, 403b, \$1,000 wellbeing benefit, work flexibility.

OVERVIEW OF THE ROLE.

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 that 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.

PRIMARY RESPONSIBILITIES

PAYROLL AND BENEFITS (45%)

- 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 and internal systems, ensuring accuracy and reconciling quarterly.
- Work in collaboration with Staff Accountant to complete payroll end reports at month-end.
- Manage annual benefits open enrollment process, working with staff, benefits broker.,
- Maintain and update PayNorthwest, TeamChild's payroll system, including 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, as well completing annual benefits compliance.
- Review leave requests (PFML, sick leave bank, etc.) for policy alignment and collaborate with applicable team members to make determinations.
- For budgeting, supports Director of Finance and Administration in conducting compensation-related research to ensure competitive offerings.

RECRUITMENT, ONBOARDING, OFFBOARDING & GENERAL SUPPORT (40%)

- Manage HR functions throughout the employee lifecycle including onboarding, offboarding, exit interviews, completion of onboarding/offboarding duties, and 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.
- Provide staff and supervisors HR-related training as needed
- Research and schedule flights, lodging and other travel-related expenses as needed for staff and volunteers
- Coordinate annual Washington State Bar Association (WSBA) renewals and other renewals as needed

HR POLICIES (15%)

- Ensure compliance with all TeamChild policies
- Identify areas of improvement within existing personnel policies and draft proposed solutions in collaboration with the DFA
- Assist project managing HR related-projects, initiatives, or processes as needed through a values-driven lens
- Maintain updated and accurate organizational records and contact information, including TeamChild's organizational phone rosters, and all personnel files
- May assist in conducting investigations of employee misconduct or complaints and consult with leadership and impacted staff to determine outcome. Ensure documentation is complete and thorough
- Support staff and supervisors implementing performance in reviews, development plans, and other performance improvement measures in alignment with TeamChild values, personnel policies, and practices
- Ensure personnel files and systems are maintained on a consistent and timely basis to ensure accuracy in compliance as well as processes, and update and maintain HR OneNote sections to ensure consistent HR practices across the organization

“I love being part of an organization that has a real impact on the lives of youth and is committed to anti-racism.”

– Reyna Rollolazo
Director of Community Engagement and
Anti-Racism

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.



QUALIFICATIONS & EXPERIENCE

- Minimum of 3 years of relevant experience in the Human Resources field, preferably with depth and breadth in managing payroll and benefits plans.
- Customer service orientation with demonstrated care, respect, and confidentiality with all TeamChild staff, and demonstrated ability to follow-through on a timely basis.
- Demonstrated dedication to ongoing 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, and the demonstrated ability to communicate effectively and respectfully with people across different identities and protected classes.
- Effective consultative and interpersonal skills, including clear verbal and written communication, ability to maintain composure in difficult conversations, an aptitude for developing the trust of colleagues, and working collaboratively across all levels of the organization.
- Individual initiative, solid judgement, discretion regarding sensitive, confidential matters
- 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.
- Growth mindset with an eye for employee-centric process and system improvements
- Participation in shared decision-making at all levels of the organization
- Effective project management skills managing multiple deadlines/priorities with demonstrated organization, flexibility, efficiency, and diplomacy
- Proficient 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

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 the following:

- A commitment to anti-racism, anti-oppression, 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.

WORK ENVIRONMENT

TeamChild has offices in Seattle, Pierce, Spokane, and Yakima that are generally open on weekdays between the hours of 9 a.m. and 5 p.m. 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.

HOW TO APPLY

Interested applicants should email a 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 [Last Name]” in the subject line. No phone calls or email inquiries please. Position open until filled with a priority based on applications received before August 14, 2024.

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. TeamChild is committed to promoting an environment free of barriers and discriminatory practices for its clients, Board, and staff.