



POSITION OPPORTUNITY

HUMAN RESOURCES LEAVE AND WORKERS' COMPENSATION SPECIALIST

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

OCHS is seeking an experienced specialist that will provide direct support and assistance to the HR Manager including special projects. Work through managers to enhance the development and productivity of staff, while maintaining an appropriate employee advocacy position. Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions. Interpret and apply HR policies and procedures and employment regulations consistent with OCHS Performance Standards in compliance with applicable federal, state, and local laws. Plan and conduct new employee orientation to foster positive attitude toward company goals. Investigates workplace accidents and prepares reports for insurance carrier. Conducts initial reporting of workplace injuries. Serve as internal point person for workers comp issues. Assist in the safety committee and take meeting minutes. Conduct basic safety training. Receives initial requests for all agency leave of absence requests. Serve as internal point person for leave of absence. Prepare and produce written materials, including documentation, letters, memos, training materials, reports, tracking sheets, minutes, etc. Actively participate in Agency monitoring and assessment processes, and program policies and procedures. Help ensure that OCHS maintains its commitment to Equal Opportunity Employment.

Education/Experience: Bachelor's degree; three to five years related experience and/or training; or equivalent combination of education and experience. Bilingual Spanish preferred.

The salary range for this position is \$27.10 – \$28.64 an hour, outstanding benefits and a generous retirement plan.

Final filing date: Until Filled

Apply now to join our team!

Submit an application, resume and transcripts to:

Orange County Head Start Inc.

2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE