



Maternal and Child Health Access

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June 8, 2010

Job Announcement

Finance/Human Resources Assistant

Maternal and Child Health Access seeks a full-time Finance/Human Resources Assistant. This is a new position. The position will report to the Finance Director.

Maternal and Child Health Access

Since 1996, Maternal and Child Health Access, a community-based organization with a strong history of health education and advocacy in Los Angeles, has provided education and training on issues of access to care, particularly for low-income pregnant women and families, to community agencies and directly to Medi-Cal and other program recipients. MCHA maintains outreach, case management and health education programs for pregnant and parenting women in downtown Los Angeles and an outreach and enrollment program for individuals and families needing health coverage or services, produces materials for use by clinics and agencies, offers technical assistance, advocates for individuals and develops policy analysis and advocates on issues that affect the health and well-being of women and families.

Position description

The Finance/Human Resources Assistant will report to the is responsible for developing or updating the necessary human resources protocols and policies to meet the needs of MCHA and to keep current with changes in employment law. Included are recruiting, employee relations, salary administration, performance management, training and development, benefits planning and administration, and workers' compensation. This position will also provide assistance with certain Board and staff- related insurance needs for contracts, and other duties to be mutually developed.

Required Knowledge and Abilities:

- Knowledge of the principle and practices of human resources management; thorough knowledge of the systems, methods and administrative procedures involved in planning, organizing and directing human resources management programs.
- Ability to gather and analyze data, reason logically and draw valid conclusions;
- Ability to write clear and concise reports

- Ability to learn, interpret and apply a wide variety of human resources management policies and procedure;
- Ability to establish and maintain cooperative working relationships with staff, managers and Executive Director
- Ability to coordinate many different human resource functions, determine the relative importance of each, set deadlines and complete projects accordingly.
- Basic knowledge of applicable Federal and State laws pertaining to human resources issues such as Title VII of the Federal Civil Rights Act, the Family and Medical Leave Act, the Fair Labor Standards Act, etc.
- Broad understanding and expertise in key HR programs, concepts and legal requirements such as: employee relations, staffing & recruitment, compensation & benefits, policy & procedures development, governmental regulatory compliance, HR-related training activities, and workers compensation.

Skills, Experience, Education

- Strongly prefer related experience in a public sector or nonprofit human resources environment.
- Excellent oral and written communication skills
- Analysis of problems; application of sound judgment in the assessment of alternative solutions; attention to detail and follow-up, and supervision.
Proficiency in word processing, spread sheets and must be able to conduct internet searches.
- Experience with human resource information systems and performance management programs.
- Conducting investigations and the ability to gather and analyze data, reason logically and draw valid conclusions.
- Experience understanding and researching of EEO and ADA compliance procedures.
- Equivalent to three to five years of progressively responsible administrative/management experience in one or more of the functions of Human Resource Management.
- BA degree from an accredited four-year college or university with an emphasis in human resources, public administration, business administration, or a related field.
- Prefer MA degree in related area.

Salary and benefits:

Competitive salary. Benefits include paid holidays, mileage and parking, health/dental insurance

Start date: ASAP

To apply, please send your resume to: Jody Marasigan, MBA

Finance Director
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Maternal and Child Health Access is an Equal Opportunity Employer.