



## **HUMAN RESOURCES (HR) ONBOARDING SPECIALIST (BI-LINGUAL English/Spanish)**

Location: New City, NY 10956

Division: Administration/Human Resources

Status: Part-Time Benefits Eligible, (thirty (30) hours, flexible schedule), Non-Exempt

### **Build a brighter future...For those with special needs AND for yourself!**

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

The **Bi-Lingual Human Resources Onboarding Specialist** will be responsible for the new hire paperwork (onboarding) for a non-profit organization working with people with disabilities. The role will ensure the accuracy and compliance of multiple regulatory funding streams. Must have the capacity to work autonomously, be highly organized and have the ability to prioritize working in a busy, fast-paced environment. Must maintain the highest level of confidentiality. This role requires a great deal of interaction with candidates and hiring managers; therefore, the right candidate must have the ability to interface with ease while keeping a positive and professional demeanor at all times. This is an excellent opportunity for someone who is seeking an entry level position which will offer experience and exposure to many core competencies in a non-profit Human Resources industry with the opportunity for advancement. Must speak, read and write Spanish fluently.

### **Education & Experience:**

- Bachelor's degree in Human Resources or related field; or
- Combination of relevant experience and education.

### **Additional Requirements:**

- Must be proficient in the use of Outlook and Office Suite. Prior experience with HRIS a plus.
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.



## **How to Apply:**

Please send resumes to:

Jawonio Inc

Human Resources Department

260 N. Little Tor Road

New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to [jobs@jawonio.org](mailto:jobs@jawonio.org)

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

**Please Understand:** Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

*For a full listing of all open positions at Jawonio, please visit us online at [www.Jawonio.org/careers](http://www.Jawonio.org/careers)*