



COMMUNITY AWARENESS & TREATMENT SERVICES, INC.

CATS helps those most in need get off the street, achieve stability and establish permanent housing by providing compassionate, culturally sensitive services.

Community Awareness and Treatment Services, Inc. (CATS) is a California nonprofit public benefit corporation established in 1978 to provide prevention, education, treatment and rehabilitation programs for persons affected by alcohol and other substances.

We are looking for a **Human Resources Administrator** who shares our values & mission. CATS Mission is to help those most in need get off the street, achieve stability and establish permanent housing by providing compassionate, culturally sensitive services.

JOB SUMMARY:

The Human Resources Administrator is responsible for the general administration of personnel related duties of the agency.

ESSENTIAL JOB DUTIES:

The HR Administrator is responsible for developing and organizing all HR activities including employee relations; HR policies and procedures to ensure compliance with state and federal labor laws; oversees the recruiting and termination of staff, benefits administration, worker's compensation, disability and unemployment claims; liaisons with the union, and advises managers on personnel issues.

QUALIFICATIONS:

- BA degree or equivalent in education and work experience.
- A minimum of 3-5 years personnel generalist experience.
- Strong verbal and written communication skills.
- Good inter personal skill & judgment.
- Ability to work independently and as part of a team.
- Basic computer skills in Word and Excel. Ability to work in a networked environment.
- PHR, PHR-CA, SPHR or SPHR-CA Certification preferred but not required.

Salary Range: \$72,000 to \$74,000

Interested parties, please send your resume and expected salary to: admin@catsinc.org