



In the spirit of collaboration, excellence, and innovation, we at Linc housing are committed to building and preserving housing that is affordable, environmentally sustainable and a catalyst for community improvement. Our team works hard to address California's homelessness crisis by building supportive housing and addressing the affordable housing needs of California's diverse population.

We are proud of and inspired by our mission to build communities and strengthen neighborhoods for people underserved by the marketplace. Our feats could not have been achieved without the resilience and drive for excellence put forth by our team. If you are interested in joining a team of dedicated, caring, and talented individuals inspired to make change, you have found the right place.

**POSITION TITLE:** Human Resources Safety Coordinator

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** March 2024

**SCHEDULE:** Part-time, Approximately 24 Hours a Week

The hiring range for this position is \$24.41 to \$28.71

The complete range for this position is \$24.41 to \$33.02

Hiring rates are determined by skills, knowledge, experience, and internal equity.

### **POSITION SUMMARY**

The Human Resources (HR) Safety Coordinator position at Linc Housing supports the human resources functions with an emphasis on safety.

This position will be responsible for championing safety initiatives, promoting a secure work environment, and ensuring compliance with relevant regulations. The key responsibilities will include educating staff on safety best practices, investigating incidents, maintaining safety documentation, and actively participating in safety committees.

The HR Coordinator position demands strong organizational skills, effective communication, and a thorough understanding of safety regulations. As a key player in fostering a thriving workforce, the Human Resources Safety Coordinator will contribute significantly to Linc Housing's continued growth and success.

This position may assist in other HR functions to contribute to the overall success of the HR department.

## **ESSENTIAL FUNCTIONS**

### **Safety**

- Develop and conduct safety training programs for employees, ensuring a comprehensive understanding of safety protocols, best practices, and compliance with regulations.
- Investigate and document safety incidents and concerns, maintaining thorough records to identify root causes and working with the HR team to implement corrective actions to prevent recurrence.
- Actively participate in safety committees, providing valuable input, documenting discussions and action items, and working collaboratively with cross-functional teams to address safety concerns.
- Stay abreast of changes in safety regulations and standards including OSHA, ensuring the company's practices remain compliant, and proactively implement updates to policies and procedures, as necessary.
- Collaborate with all departments in the documentation and investigation of workers' compensation cases, applying industry best practices to mitigate risks and reduce costs, creating opportunities for targeted training interventions, and fostering a culture of safety within the organization.
- Maintain updates for the company's Injury and Illness Prevention Program (IIPP) incorporating workplace violence prevention, emergency response, and infectious disease programs.
- Maintain, audit, and distribute Safety Data Sheets ensuring accurate information and adding new ones as needed.

### **Human Resources**

- Assist the recruitment team as needed, aiding in different stages of the hiring process to secure qualified candidates.
- Assist with onboarding and new hire paperwork as needed.
- Partners with other HR team members with HR related projects including personnel activities, events, presentations, job fairs, and reports.
- Handle complex confidential responsibilities such as reviewing incoming documents, conducting research, and preparing reports.
- Update and maintains electronic personnel files.
- Respond to employee requests in a timely manner.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of Safety principles, practices, and State of California regulations.
- Excellent interpersonal skills with good negotiation tactics.
- Strong organizational skills, including the ability to set priorities, manage multiple tasks, organize time, conduct research, identify resources for projects, and track details in a fast-paced, dynamic environment.
- Keen attention to detail. Monitors information for accuracy and quality.
- Manages confidential information appropriately, understands and respects the sensitive nature of the information, and undertakes this responsibility with great discretion and care.
- Excellent writing, grammar, and verbal skills.
- Ability to work in a team environment.
- Foresight to anticipate next steps and initiative to take the lead to keep projects moving.
- Proficiency in Microsoft, Word, Excel, and PowerPoint.

## **EDUCATION & EXPERIENCE**

- Minimum two (2) years of experience successfully leading employee safety programs. One year of experience must be leading employee safety programs in California.
- Two (2) years of Human Resources experience preferred.

## **PHYSICAL DEMANDS/WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of the job, the employee is frequently required to sit and use the keyboard.
- Lift up to 10 pounds.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.