



330 W. Michigan Ave.  
P.O. Box 6128  
Jackson, MI 49204  
Tel: 517-787-7920  
Fax: 517-787-2440

*Posted January 17, 2018*

## *POSITION OPENING*

**POSITION TITLE: HUMAN RESOURCES ADMINISTRATIVE ASSISTANT**

**REPORTS TO: EXECUTIVE ASSISTANT/HR MANAGER**

### **I. POSITION SUMMARY:**

Under the supervision of the HR Manager and in full compliance with the employee handbook, performs administrative duties for all aspects of the Human Resources Department. Responsibilities include those related to personnel, orientation, benefits, training documentation, staff recruitment, payroll and maintaining agency personnel files. Must maintain confidentiality per agency policy and law.

### **II. DUTIES/RESPONSIBILITIES:**

1. \*Creates, maintains and assists in compilation and preservation of employee personnel files in compliance with the law and agency policy. This includes processing and verifying completion and maintenance of records for all new staff, interns, and volunteers required documentation for position. Also includes new employee orientation form, all reference checks, driving record, criminal background, drug testing, and other clearances. Any negative findings on any of these clearances must be promptly reported to the Chief Executive Officer.
2. \* Maintains confidentiality of personnel records and employee information according to HIPAA confidentiality compliance, Bullard Plawecki, and other personnel laws and rules.
3. \*Performs direct staff recruitment efforts per agency policy including the internal posting of all openings and the placement of external employment ads as directed.
4. \*Compiles and tracks resumes as received, screens applicants for qualifications as well as composes acceptance and rejection letters as directed.
5. Facilitates scheduling of interviews upon request and as directed.
6. \*Prepares letters for Interns, Volunteers and new Employees as directed by the HR Manager.
7. \*Conducts orientation and completes follow-up paperwork for new staff, interns and volunteers.
8. \*Maintains a current set of agency job descriptions. Assists in the preparation of new job descriptions and updating of existing job descriptions. Adheres to position description requirements in recruitment efforts.
9. Maintains a supply of Human Resource materials and forms on hand for usage.
10. \*Creates and maintains data tracking for agency Human Resource functions including, but not limited to, employee evaluation due dates, employees certified to drive clients, employee credential updates, active employee length of employment and records of employee training.
11. \*Assists in the administration of benefits including pool time, health, life, LTD, STD, and ensures COBRA, FMLA and Section 125 compliance in accordance with all Federal and State laws and regulations.



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12. \*Assists with the input and maintenance of current employee data in payroll software and bi-weekly payroll processing.
13. Maintains a general agency contact list for periodic distribution to staff.
14. \*Under the direction of the CEO or HR Manager, and with understanding of and adherence to agency policies, responds to requests for employment verification, requests for salary information, QMCSO's, or requests for unemployment claims information of current and former employees.
15. \*As directed by Supervisor, coordinates all credentialing activities for Clinical staff and Agency, including completing forms for Agency and clinician credentialing with insurance companies, track and follow up on therapists' licenses and report credentialing expiration dates to the Clinical Director. Maintain credentialing database and act as credentialing liaison with various insurance companies.
16. \*As directed by Supervisor, may provide administrative support to the Management Team.
17. \*Attends external training to gain further knowledge of areas such as Department of Labor laws, Family and Medical Leave Act, and employee relations practices.
18. Assists with and documents all employee trainings, including memos, scheduling, emails to staff and supervisors, data base entry of trainings, and minutes of meetings.
19. \*Fulfills the requirements of all agency systems for statistical recordkeeping, reporting, program evaluation, quality assurance, internal control and attendance monitoring as appropriate to the position.
20. \*Perform all other related duties as assigned.

### III. QUALIFICATIONS:

- High School Diploma, and 5 or more years of Human Resource related experience, or Associates degree plus 2 years or more of Human Resource related experience.
- Professional well developed written and verbal communication skills.
- Ability to project a positive image to internal and external individuals.
- Computer knowledge and abilities including use of e-mail, navigating Internet, use of spreadsheet, PowerPoint and word-processing programs.
- Cultural sensitivity.
- Proven ability to maintain high levels of confidentiality.
- This position requires considerable tact, diplomacy, and courtesy.
- Must be able to move 10 to 20 pounds occasionally.

\*Essential job duties per the Americans with Disabilities Act

If you are interested in this FULL-TIME position, Please send your resume with cover letter to:  
[kadams@strong-families.org](mailto:kadams@strong-families.org)

All of your information will be kept confidential according to EEO guidelines.

Must have a legal right to work in the United States.

While we appreciate every applicant's interest, only those under consideration will be contacted.

We regret that phone calls will not be accepted.

**FSCA is an Equal Opportunity Employer.**

Post until February 5, 2018



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