# POSITION DESCRIPTION

**Posted Internal 12/03/2020 to 12/08/2020**

## POSITION TITLE: HUMAN RESOURCES COORDINATOR

REPORTS TO: CHIEF FINANCIAL OFFICER

I. POSITION SUMMARY:

Under the supervision of the Executive Director 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.

1. DUTIES/RESPONSIBILTIES:
2. \*Creates, maintains and assists in compilation and preservation of employee personnel files in compliance with the law and agency policy.
3. \* Maintains confidentiality of personnel records and employee information according to HIPAA confidentiality compliance, Bullard Plawecki, and other personnel laws and rules.
4. \*Performs direct staff recruitment efforts per agency policy including the internal posting of all openings and the placement of external employment ads as directed.
5. \*Compiles and tracks resumes as received, screens applicants for qualifications as well as composes acceptance and rejection letters as directed.
6. Upon request by a supervisor, and with the approval of the Executive Director, facilitates scheduling of interviews.
7. \*Processes and verifies completion and maintenance of records for all new staff, interns, and volunteers required documentation for position. This includes all reference checks, driving record, criminal background, drug testing, and other clearances. Findings on any of these clearances must be promptly reported to the Executive Director.
8. \*Prepares letters for Interns, Volunteers and new Employees as directed by the Executive Director.
9. \*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.
10. \*Conducts orientation for new staff, interns and volunteers.
11. Maintains a supply of Human Resource materials and forms on hand for usage.
12. \*Creates and maintains data tracking for agency Human Resource functions including, but not limited to, employee evaluation due dates, employee credential updates, active employee length of employment and records of employee training.
13. Assist in preparation and design of the annual performance review process for agency employees.
14. \*Administers all 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.
15. \*Works with the Executive Director and companies providing benefits to research plans for the agency’s benefits package.
16. \* Responsible for the input and maintenance of current employee data in payroll software and bi-weekly payroll processing.
17. \*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.
18. \*Maintain and keep abreast of current federal, state and local employment, pay and benefit laws and regulations. Maintain knowledge of areas such as Department of Labor laws, Family and Medical Leave Act, PPACA and other employee relations practices. As directed, provides training and updates to Supervisors and Management of changes in laws, policies and procedures.
19. \*Recommends additions and updates to personnel policies as needed.
20. Maintains a general agency contact list for periodic distribution to staff.
21. \*With understanding of and adherence to agency policies, responds to requests for employment verification, requests for salary information, or requests for unemployment claims information of current and former employees.
22. Represents the agency and promotes the agency’s presence in the community.
23. \*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.
24. Process, monitor and report on workers compensation claims.
25. Process, document and submit unemployment information and pay requests to the 501 Alliance.
26. Assist and provide support during employee termination meetings. Maintain a checklist to review with exiting employee including, keys, equipment, final pay and benefits information and other expectations.
27. \*Examine employee files to answer inquiries and provide information for personnel actions. Provide input using knowledge of Human Resource concepts, employment laws, agency polices to give general assistance in development and giving of disciplinary actions.
28. \*Perform all other related duties as assigned.
29. **QUALIFICATIONS:**

* Bachelors Degree preferred, and 2 or more years of Human Resource related experience, or Associates degree plus 5 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 Excel spreadsheet, PowerPoint and word-processing programs.
* Cultural sensitivity.
* Valid Driver’s License.
* Move 10 to 20 pounds occasionally.

\*Essential job duties per the Americans with Disabilities Act