



Position Description

Title:	HR Coordinator	Reports to:	Employee Relations Director
Primary Location:	Main Office	FLSA Class:	Exempt
Supervises:	None	Effective Date:	4/9/2018

Position Summary:

The HR Coordinator is responsible to support the Employee Relations Director in benefits administration, electronic and paper personnel record maintenance and workers' compensation. In addition, this position is responsible for recruitment and maintenance of the affirmative action plan, as well as processing bi-weekly payroll.

Qualifications:

1. Education: High school diploma or equivalent required. Associates degree in business or related field preferred.
2. Experience: Minimum of 3-5 years of experience in human resources required. Experience and proficiency with Microsoft Word, Excel, Access and HRIS required. HR knowledge and skills including benefits, worker's compensation and OSHA required; Payroll experience required. AAP experience strongly preferred. Healthcare experience preferred.
3. License/Certification: Valid driver's license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order.

Essential Duties & Responsibilities:

1. Completes all AAP related documents to ensure compliance with OFCCP regulations.
2. Participates in recruitment efforts, including writing and placing advertisements, reviewing resumes, maintaining applicant information, reference checking and completing background checks.
3. Initiates and processes new hire paperwork. Provides backup support for new employee HR orientation.
4. Maintains employee information in Payroll and HRIS systems.
5. Processes bi-weekly payroll.
6. Performs benefits administration to include reviewing enrollment materials, coordinating enrollment and changes with third-party administrators, reviewing invoices for accuracy and communicating information to employees.
7. Tracks and assigns training for all employees and maintains training database.
8. Files the first report of injury form with the worker's compensation carrier for all work related injuries, as well as completes and maintains the OSHA Logs.
9. Maintains personnel files and records for all employees in compliance with current laws.
10. Creates ID badges for employees and volunteers, issues access cards for main office and Gosnell.
11. Completes state and federal reports as requested.
12. Develops and maintains paper and electronic reports and records necessary to maintain compliance with laws and regulations, and as needed or requested internally.

Other Job Functions:

The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Protects the patients' and employees' right to privacy and the confidentiality of patient and business records and information.
2. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
3. Demonstrates understanding of hospice philosophy.
4. Demonstrates understanding of team approach and communication.
5. Contributes to positive atmosphere; demonstrates positive interactions with all internal and external customers.
6. Demonstrates ability to be a productive team member.
7. Provides timely and appropriate response to internal and external customer needs.
8. Keeps supervisor informed of real or potential problems; reports incidents and customer concerns according to agency policy.
9. Participates in meetings and quality assurance and program improvement activities as required and necessary.
10. Offers suggestions to improve policies, procedures, and services in appropriate manner and time.
11. Demonstrates knowledge and support of agency's safety and OSHA policies. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
12. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
13. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
14. Demonstrates understanding and compliance with agency policies, including but not limited to, professional boundaries, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.
15. Performs other duties as assigned to support the agency.
16. Utilizes appropriate resources to maintain knowledge and skills.

Required Skills, Abilities and Knowledge:

1. Reliable and flexible.
2. Ability to stay calm and effective during times of stress, such as when interacting with confused or distressed customers, during emergency situations, during busy times, etc.
3. Excellent and effective oral and written communication skills
4. High level of interpersonal skills to handle sensitive and confidential situations and documentation.
5. Knowledge of office administration procedures.
6. Ability to assume responsibilities and work independently on a variety of projects, and to make decisions within the scope of the project.
7. Ability to respond well to supervision and to work independently when appropriate.
8. Ability to focus on the objectives of the position.
9. Excellent time management and organizational skills to manage multiple tasks and meet deadlines.
10. Self motivated and self directed.
11. Performs work with constant awareness of improving processes necessary for positive growth.
12. Ability to focus on detail and demonstrate accuracy.
13. Presents as a business professional.
14. Ability to adapt to changing Agency priorities in a positive manner.
15. Administrative support procedures and skills: excellent math skills, proficient typing skills, filing, phone and computer skills, including working knowledge of Microsoft Outlook, Word, and Excel.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb		X	
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature		X	
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Repetitive Motion			X

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arms reach.
2. Must be able to see to drive and to complete and read written and electronic documentation.

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring extensive knowledge of policies and procedures. Requires judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee’s Signature _____ Date _____