

POSITION DESCRIPTION

POSITION: Human Resources Coordinator

BASIC FUNCTIONS:

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with the Management Team and Executive Director. This position carries out responsibilities in the following functional areas: employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance. This person will work as part of the Benefits Group and Safety Committee.

ORGANIZATIONAL RELATIONSHIP:

1. Responsible to the Executive Director.
2. Work in cooperation with agency employees.

QUALIFICATIONS:

- Bachelor's degree (minimum) in human resources or related field.
- Experience in nonprofit organizations programs who serve people with developmental disabilities preferred.
- Ability to implement policies, procedures, and practices and take action in the best interest of the organization.
- Work cooperatively as part of the team.
- Must possess a valid driver's license, as driving a vehicle may be required.
- Must pass a criminal background study
- Must be able to fulfill the requirements of an I-9
- No active warnings.

COMPETENCIES:

- Communication
- Consultation
- Ethical Practice
- Global and Cultural Awareness
- Relationship Management
- HR Expertise

ESSENTIAL JOB FUNCTIONS:

- Respond to individual needs by having a full range of communication abilities (hearing and vision).
- Respond to and provide guidance in operational situations.
- Move about and travel to program sites, given reasonable accommodations.
- Read and write printed material related to the job.

- Use a computer and develop written correspondence efficiently.
- Physical Demands: non-repetitive lifting (35 lbs. max.), bending, twisting, ambulating up and down stairs, maintaining balance on a variety of surfaces, working with challenging behaviors, and assisting with emergency situations.
- Access people's homes that are not handicap accessible as needed.

RESPONSIBILITIES:

I. Responsible for Managing Agency Human Resource Operations:

1. With the Executive Director, direct human resource policy and procedures.
2. Provide consistent policy interpretation and implementation of human resources and be available for consultation to managers and supervisors.
3. Stay current in human resource management practices and research needed facts to appropriately develop policies and procedures.
4. Coordinate effective personnel recruitment strategies and implement solicitations for personnel as needed.
5. Works with Communications Coordinator to write and place employment advertisements.
6. Perform intake interviews of applicants to effectively determine appropriate qualifications and eligibility for hire.
7. Supervise agency benefit programs including workers compensation, retirement, health insurance, dental and disability programs. Assist management team, executive director and board with the selection and appropriate review of benefit programs for personnel of HCO.
8. Monitors the compensation program as well as the performance evaluation program add revises as necessary.
9. Handles employee relations counseling.
10. Assists agency in maintaining compliance with federal and state labor laws. Assists in coordinating appropriate affirmative action and equal opportunity procedures.

II. Other Administrative Responsibilities:

1. Assists executive director and management team with internal staff communications.
2. Assists executive director in budget management and oversight particularly in the areas of recruitment, retention and return on investments of employees.
3. Work with the Executive Director and Management Team to establish annual strategic planning goals and to implement the goals of the organization within the agency.
4. Assists in evaluation of reports, decisions and results in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency and services performed.
5. Maintains human resource information system records and compiles reports from the database.
6. Participates in administrative staff meetings and attends other meetings and seminars.
7. Work with the Executive Director to assure quality service, safe and productive work environments, management of funds and public relations.
8. Work with the Executive Director to complete other duties as may be assigned.