



JOB DESCRIPTION



JOB TITLE: Human Resources Coordinator

REPORTS TO: Director of Human Resources

EMPLOYMENT CLASSIFICATION: Full Time, Non-exempt

EXPOSURE CLASSIFICATION: Category III The normal work routine involves no exposure to blood, body fluids or tissues. Persons who do these duties are not called upon as a part of their duties, to be asked to help with clean up, patient care, laboratory or other similar procedures where exposure may occur.

QUALIFICATIONS: A bachelor's degree in human resources or a related field plus three years experience managing employee benefits is preferred.

PHYSICAL REQUIREMENTS: Must possess ability to communicate in the dominant language of the geographic region. Must be able to lift 30 pounds. Vision and hearing corrected to within normal limits is required.

JOB FUNCTIONS:

1. Manage daily administration of company's employee benefits programs.
2. Establish, maintain, update and safeguard employee personnel records, tracking personnel changes.
3. Oversee the 403b program, assisting employees with loans/withdrawals, scheduling quarterly Retirement Committee meetings, new hire enrollment, and employee education.
4. Advise employees about their benefits, including health, vision, and dental insurance, worker's compensation, disability insurance and FMLA benefits.
5. Compile data for and complete surveys, government and company reports as needed.
6. Process and maintain accurate records for all FMLA and worker's comp claims.
7. Process new hires, including required paperwork, SLED background checks, governmental reference checks, pre-hire physicals/drug screens and new hire orientation, following company policies/procedures and state/federal laws.
8. Process terminated employees per company policies/procedures and state/federal laws.
9. Backup for Human Resources Director during her absence.
10. Serves as second in command for the department.
11. Exhibit compliance with FHC's corporate compliance policy.
12. Perform job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.

NON ESSENTIAL JOB FUNCTIONS

13. Perform other duties and assume other responsibilities as apparent or as delegated to you by the Director of Human Resources.

PERFORMANCE CHARACTERISTICS:

Knowledge of Job: Has necessary knowledge of the methods, procedures and policies of the organization as they pertain to the performance of the assigned job.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described in employee's job description.

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Accepts accountability for meeting assigned responsibilities.

Attendance: Attends work regularly and adheres to policies regarding absences and tardiness. Provides adequate notice to the immediate supervisor with respect to vacation time and time off requests.

Judgment: Exercises good judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations.

Cooperation: Accepts supervisory instructions and directions and strives to meet the goals and objectives of the same.

Relationships with Others: Shares knowledge with supervisor and staff for mutual benefit. Contributes to improving/maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with patients, co-workers, vendors and visitors.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work. Attends meetings, training and other type organization sessions on time.

Safety and Housekeeping: Adheres to safety and housekeeping standards. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job duties and accountabilities.