



POSITION DESCRIPTION

HR Coordinator	
Department: Human Resources	Status: Regular Full-time, Exempt
Reports to: Director of Human Resources	Last Reviewed: March 2024
Titles reporting to this role: None	Next Review Date:

Position Summary:

The HR Coordinator is responsible for a broad range of duties and responsibilities in assisting the Human Resources Director, Human Resources Generalist and Human Resources (HR) staff on all departmental services to Casa Central's employees. The HR Administrator will manage all incoming internal and external audit requests. In collaboration with the HR Generalist, the HR Coordinator will have oversight over Agency and employee communication.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

HR Administration

Assist the HR departments in managing different HR documents, data collection, filing audits, preparing monthly DCFS, Start Early and PQI reports as well as reporting all DPAR changes in the system. Additionally, ensure to keep employees files organized and up-to-date while answering any question and concern. Completes general administrative tasks, such as sorting mail and maintaining Federal and State posters throughout the organization. Works on adhoc projects such as Census Reports, Open Enrollment, and ongoing audits with HR to ensure best practices. Supports the management of the Buddies System by covering the main reception area. Provides overall assistance to the Director of Human Resources with all other organization effectiveness and special project needs.

Employee Experience

Assist with the development of the agency and employee communications as well as the employee engagement adhoc projects. Attends monthly in-services for Home Care Aides and responds to questions as appropriate. Will manage communication in the HR inboxes and direct inquiries to the appropriate Human Resources professional to meet the employees' needs. Communicates with management throughout the organization as needed. Will provide support to the Performance Management Specialist for all health, fitness, and wellness related activities. Perform any other duties deemed necessary and appropriate by the Director of Human Resources, COO and President.

Benefits

Answer employees' benefits questions and administrate all aspects of the agency's employee group benefits programs, such as Health, Dental, Vision, Life, STD, LTD, and 401K Plan. Provide oversight to the monthly review and reconciliation of insurance invoices.

Compliance

Manage paper and electronic employee files and the retention schedule of all HR files. Prepare monthly metric reports as well as reports for DCFS Program. In collaboration with the HR Generalist will

assist with ongoing audits within HR to ensure best practices. Ensures compliance with file management system of all employee files both paper and electronic. Will assist with off-boarding process by issuing exit surveys and scheduling interviews if needed. Provides backup coverage to training (CPR and MANDT), where needed. Assists when necessary, in coordinating the Agency New Hire Orientation program, in conjunction with the Performance Management Specialist.

Reports and Metrics

Assist the Director with the creation of reports, dashboards, PQI reports, work plans, and data entry in the HRIS system.

Marketing

Responsible for collaborating with the Marketing department to promote events and programs sponsored by Human Resources. In addition, produce content for monthly HR and Manager Newsletter with the collaborations of stakeholders.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Min Bachelor Degree and 4 or more years' experience in hospitality, healthcare or retail industry. Working knowledge of social media. Ability to work with Zoom or other online training tools. Ability to work with Office 365 and Microsoft Teams. Intermediate to Advance Skills with Word and Excel

Language Skills:

Bilingual Spanish preferred.

Certificates, Licenses and Registrations

APHR or PHR preferred but not necessary

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate and proficient in Microsoft Office, Outlook 365. HRIS systems such as Ultimate Software, ADP, Paycom, or Paychex. Working knowledge of social media. Ability to work with Office 365 and Microsoft Teams. Intermediate to Advance Skills with Word and Excel. Strong verbal and written communication skills. Ability to work independently and with a team. Ability to multitask and prioritize. Ability to work independently and with a team.

Mathematical Skills:

Basic Mathematical skills are required. Must know how to use formulas on spreadsheets.

Operating Environment and Working Relationships:

Works collaboratively and routinely with management staff and Agency employees. Ability to administer a benefits program. Well-developed administrative skills. Ability to express oneself clearly and effectively. Superior interpersonal abilities. Ability to get along with diverse persons, and personalities. Must be tactful, mature, and flexible. Good reasoning abilities and sound judgments.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

People Management:

N/A

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Eligible for remote work but not eligible to receive a personal mobile reimbursement. A request for a technology reimbursement but be submitted within 30 days of incurring the expense.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

