



Position Title: HR Assistant (HR Coordinator)

The Human Resources Assistant is essentially our Relationship Sargent. S/he will be monumental in the overall company culture by managing employee relationships and engagement, some ethical practice activities such as compliance and backgrounds as well as liaise and manage general communication etiquette internally across departments.

Duties and Responsibilities

Relationship Management 50%

- Maintain pleasant disposition to support the company culture as First Impression contact with new hires and culture guide with current employees.
- Hype of the team with employee special events, effective and detailed communication on cultural shifts and company updates
- provide hub of support with HR focus dealing with policies and procedures.
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Communication 20%

- Maintain company newsletter highlight employee spotlights, trainings, policies updates, intra-news, industry blogs and more.
- Send Compliance email updates/reminders for trainings and expired documentation.
- Support onboarding with Reference Checks and initial competency assessments
- Support New Hire, Retention and Separation Guidelines along with Worker's Compensation Filing, Employee Documentation Requests (VOE, Offer Letters, etc.).
- Maintain internal rosters (birthdays, anniversaries, department rosters, etc.)

Ethical Practice 30%

- Support HR function of completing reference checks on offers extended for hire.
- File onboarding documents in personnel files
- Reasonable support with scheduling regulated trainings to maintain compliance.
- Quality Assurance calls/communication to monitor progress of new hires and competency tracking.

Administrative Tasks 10%

- Create Timeclock logins for all new hires.
- Print weekly time for Residential Group home; submit to Payroll Admin for weekly payroll support.
- Help prepare New hire packets with file copies and welcome packets.
- Support Office Administration and Functionality as practicable and necessary
- Additional tasks as is reasonable for overall HR functions and office administration.

Education and Experience

Bachelor's degree. Prefer a Human Resources or related field of study.

Knowledge, Skills and Abilities

Familiarity with general office administration, Microsoft office systems, Microsoft Outlook, Calendly, Constant Contact, General Human Resource Functions, Sourcing and Recruitment, Interpersonal Skills, Leadership Competency; Familiarity with Human Services field and mental health a benefit but not required.

Reporting Supervisor - Director of Human Resources

Pay: Annual Salary \$32k – \$42K

Benefits: Ancillary benefits, Holiday Pay, Performance Merits, Educational/Professional Reimbursements, Stipends*

*Qualifications required.