

Human Resources Coordinator Updated 4.30.2025

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ANNE GRADY CORPORATION

JOB CLASSIFICATION:Human Resources Coordinator

DEPARTMENT:Administrative Services

TITLE OF POSITION:Human Resources Coordinator

IMMEDIATE SUPERVISOR:Associate Director of Human Resources

NORMAL WORKING HOURS AND SCHEDULE:Full-time M-F with flexibility with some Weekend hours as needed.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor’s Degree in Human Resources Management or related field preferred; 2) Minimum of two (2) years of HR/ Employee Relations experience in a social service or related organization required; 3) Excellent organizational, attention to detail, and communication skills required along with a customer service orientation; 4) Knowledge of labor laws required and ability to learn Licensure regulations required; 5) Knowledge of computer programs including Microsoft XP and Excel and others as required; 6) Ability to maintain confidentiality; 7) Ability to work well with others, must be able to act as liaison between staff and management; 8) Ability to work independently, motivate others, handle many tasks concurrently, and meet deadlines; 9) Excellent interpersonal and communication skills required;10) HR Certification preferred 12) Ability to sit for extended periods of time.

POSITION RESPONSIBILITIES

1. Oversees all recruitment and retention efforts including comprehensive onboarding and performance management efforts.

2. Ensures job descriptions are up to date and compliant with all local, state, and federal regulations.

3. Oversees upkeep of employee handbook and works closely with respective HR and leadership personnel to ensure information in the handbook is accurate.

4. Provides regular reports as assigned and requested to assist the leadership team in making effective decisions.

5. Provides support and guidance to direct reports, with a focus on professional development

6. Assist Chief Organizational Development and updating, includes writing and revising policies and procedures and ensures they are accessible to all employees.

7. Works closely with the Associate Director of Human Resources, on FMLA, Workers Compensation,