

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Human Resources Coordinator for Community Programs

DEPARTMENT: Administrative Services

TITLE OF POSITION: Human Resources Coordinator for Community Programs

IMMEDIATE SUPERVISOR: Associate Executive Director of Administrative Services (Director of Human Resources)

NORMAL WORKING HOURS AND SCHEDULE: As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree in Human Resources Management or related field required; 2) Minimum of four (4) years of HR generalist experience in a social service or related organization required; 3) Excellent organizational 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 Professional 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) Knowledge of benefit administration including Worker's Compensation, and Unemployment Compensation required; 9) Ability to work independently, motivate others, handle many tasks concurrently, and meet deadlines; 10) Current First Aid instructor certificate preferred; 11) Ability to sit for extended periods of time.

POSITION RESPONSIBILITIES

1. Interviews prospective hires, conducts a minimum of three reference checks on each applicant, conducts background checks including OPEN, BCII, FBI, drivers nurse aide, and abuse registry and assist with new hire paperwork.
2. Prepares new hire paperwork including fingerprinting and tb testing, notifies all related departments of new hires to coordinate orientation and sends letters to applicants not selected for employment.
3. Coordinates and assists HR Department with benefit administration for Community Programs personnel.
4. Assists and coordinates staff and new hire training and orientation with Staff Development department, documents everyone's status. Ensures that staff are current in CPR, First Aid, tb testing, professional licenses, driver's license, insurance and driving record and follows-up with supervisors when staff are not in attendance for scheduled trainings or meetings which may involve removing employee from the work schedule.
5. Prepares monthly reports as required, maintains databases ensuring the information is current, prepares quarterly employee incident reports for quarterly Quality Assurance meeting and coordinates with the HR department in reporting new hires to the Ohio New Hire Reporting.
6. Coordinates light duty assignments, assists with Worker's Compensation claims, incident reports, unemployment claims, leaves of absence, and terminations.

Job Classification: Human Resources Coordinator for Community Programs

Page 2 of 2

- 7. Assists with writing and revising policies and procedures and job descriptions as required.
- 8. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
- 9. Exemplifies Corporation philosophy and follows all policies and procedures.
- 10. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.
If more than eight, list totals only.

Signature of Employee

Date

Form Pr-105
Revised: 10/30/06

Signature of Department Director