

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Human Resources Coordinator
DEPARTMENT: Administrative Services
TITLE OF POSITION: Employee Relations Coordinator
IMMEDIATE SUPERVISOR: Human Resources Manager
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) Minimum of Two (2) years of recruitment and retention experience required; 9) Ability to work independently, motivate others, handle many tasks concurrently, and meet deadlines; 10) Excellent interpersonal and communication skills required; 11) HR Certification preferred 12) Ability to sit for extended periods of time.

POSITION RESPONSIBILITIES

1. Oversees all retention strategies for new and current employees. These will include but are not limited to, employee onboarding and training experience, regular check ins with all new employees, educating employees about all benefits and resources, helping leaders with managing performance, employee engagement initiatives, and employee development initiatives.
2. Works closely with all HR, Training and respective department team members to ensure employee experience and success are prioritized.
3. Oversees upkeep of Employee handbook and works closely with respective HR and Leadership personnel to ensure information in the handbook is accurate.
4. Assists Chief Organizational Development with updating, includes writing and revising, policies and procedures and ensure they are accessible to all employees.
5. Works closely with HR Manager, Chief Org. Development Officer, on FMLA, Workers Compensation, Unemployment, EEOC, OSHA and other areas as assigned.
6. Provides guidance and resources to all supervisors to effectively manage staff performance, sends performance evaluations list out to Managers and tracks when they are due.
7. Remains approachable and communicates effectively with employees to ensure a positive and solution focused culture and work environment.

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- 8. Works closely with Recruiting Coordinator and Training Coordinator to regularly evaluate recruiting, onboarding and retention strategies and plan.
- 9. Coordinates the tracking for driver licenses and automobile insurance for respective departments.
- 10. Enters all ICF direct care workers and nursing employees into CareTracker.
- 11. Serves as the main contact for all employee concerns effecting job performance, providing them appropriate resources, guidance and contacts to attain success.
- 12. Assists supervisors and other organization leaders with employee retention, performance management, and employee engagement initiatives.
- 13. Inputs in Solona disciplines, and handles all grievances for all employees.
- 14. Assists with staff development initiatives as assigned.
- 15. Actively promotes a positive culture embodying compassion, teamwork, and excellence within the organization.
- 16. Works and communicates with all employees, visitors, vendors, and candidates of employment in a positive and professional manner, representing the organization positively
- 17. Provides regular reports as assigned and requested to assist leadership team in making effective decisions.
- 18. Follows policies and procedures and exemplifies corporation philosophy.
- 19. Ensures that individuals are free from abuse and neglect to the extent possible.
- 20. Reports immediately knowledge of any situation that may infringe or may have infringed on any individual's right to be free from abuse and neglect.
- 21. Performs all other related duties as may be assigned.

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

Signature of Employee Date

Form Pr-105
Revised: 10/30/06
Revised: 02/23/16
Revised: 02/7/19
Revised 02/8/19
Revised 1/23/23

Signature of Department Director