



CHILED A INSTITUTE
JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES SPECIALIST

QUALIFICATIONS: Bachelor's Degree in Education, Business, or Human Resources is required. Strong organizational skills with the ability to work in a fast-paced environment. A high level of honesty and integrity is required. Familiarity with employment laws strongly preferred. Strong computer skills required. SHRM-CP or PHR preferred.

Highly organized and able to manage multiple tasks. Professional, approachable, and pleasant demeanor. Discrete, fair, tactful, and firm. Familiarity with legal requirements.

HOURS OF DUTY: Generally M-F 9 a.m. to 5 p.m., Full-time Exempt Position

SUPERVISOR: Chief Operating Officer

POSITIONS SUPERVISED: None

TYPICAL PHYSICAL DEMANDS: Must have auditory, verbal, and visual acuity to adequately perform essential functions. Verbal communication and fine motor abilities must be adequate to perform essential functions. Must be able to reasonably perform essential functions without direct risk of substantial physical harm to self or others.

SUMMARY OF POSITION: Work closely with Managers to develop and maintain human resources policies and procedures. Work with Managers to ensure all employees are aligned with Chileda's Mission and Vision. Serve as a resource to Managers in development of disciplinary, hiring procedures, and termination procedures. Develop human resources philosophy, practices, and procedures that result in employee engagement and a positive culture.

ESSENTIAL FUNCTIONS: See attached Essential Functions packet.

PRIMARY DUTIES & RESPONSIBILITIES:

- Communicate clearly and concisely, both orally and in writing.
- Ensure that human resources policies and procedures that align with the mission, vision, and values of Chileda.
- Stay current on, interpret, and apply pertinent employee federal, state, and local laws, codes, and regulations including Chileda's policies and procedures.
- Maintain and update Civil Rights Compliance Plan as needed.
- Maintain employee information including name, titles, addresses, trainings, certifications, and salaries in both personnel files and on Kronos.
- Prepare letters and update employment records/personnel files related to hiring, transferring, promoting, and terminating.

- Ensure new hire paperwork is completed and processed, including background checks and reference checks prior to hire.
- Ensure background checks are updated as required by regulatory boards and contracts including monthly reporting to PIE (Provider... exchange).
- Maintain proper records of HR paperwork including organizational charts, employee handbooks, and performance assessments, and make them available for new hire orientation.
- Be available as a resource to employees with information regarding compensation, job benefits, FMLA, Workman's Comp and working conditions.
- Be the primary contact for Workman's Comp and OSHA reporting.
- Complete paperwork for employee terminations including COBRA, completing unemployment paperwork, and notifying Managers.
- Work with the CFO in areas of compensation and benefit renewals
- Coordinate and communicate benefit information including ACA reporting
- Work closely with alignment, assessment, retention, recruitment, and safety committees
- Work closely with Managers to determine hiring needs
- With the direction of the Manager, COO, or CEO post position openings using a variety of methods including, but not limited to, internet job sites, newspapers, media, and employment agencies.
- Work closely with managers to address employee work complaints such as harassment and employee grievances
- Develop and maintain an exit interview process which ensures all employees are provided with the opportunity to complete an exit interview and information is relayed to CEO/COO
- Report termination data to the COO monthly

Received and Agreed upon by:

Employee Signature

Date

Employee Name (Please Print)

Mission

Improving quality of life for youth with cognitive challenges and extraordinary behavioral needs.

Vision

To be recognized nationally as the premier center of choice for transforming the lives and behavior of youth with extraordinary needs.

Values

Progressive- Embrace change and innovative ideas.

Responsive- Deliver timely, individualized approaches to every challenge.

Compassionate- provide respectful and dignified care to youth and families.

Responsible – Ensure accountability and integrity with all resources.