

Human Resources Specialist

Objective: Performs Human Resources related duties at the professional level and may carry out responsibilities in some or all of the following functional areas: employee relations, training, employment, affirmative action, employment equity programs, and recruitment.

Responsibilities:

- Partners with employees and management to communicate various Human Resources policies, procedures, laws, standards and government regulations.
- Conducts exit interviews and analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
- Responds to employee relation issues such as employee complaints, harassment allegations, and civil rights complaints.
- Represents the company for any unemployment claims.
- Facilitates and/or provides training (including orientation) to the workforce.
- Interviews, screens, and recruits job applicants to fill direct care positions, (entry level, and professional job openings).
- Reviews applications and interviews applicants to match experience with specific job related requirements.
- Performs other work-related duties as assigned.
- Administers various human resources plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures.
- Participates in administrative staff meetings and attends other meetings and seminars
- Maintains compliance with federal and state regulations concerning employment.
- Performs customer service functions by answering employee requests and questions.
- Participates on committees and special projects and seeks additional responsibilities.
- Works directly with Regional Directors/Regional Coordinators/Program Directors to assist them in carrying out their responsibilities with personnel management.

Education, Experience and Skills Required:

- One to two years experience in Human Resources Management.
- Ability to objectively coach employees and management through complex, difficult, and emotional issues.
- The ability to research and analyze various types of data.
- Must have the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulations or government law.
- Ability to organize and prioritize work.

Competencies:

- Problem Solving- the individual identifies and resolves problems in a timely manner and gathers and analyses information skillfully.
- Interpersonal Skills- the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral Communication- the individual speaks clearly and persuasively in positive or negative situations: [demonstrates group presentation skills and conducts meetings.]
- Written Communication – the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning /Organizing – the individual prioritizes and plans work activities; uses time efficiently and develop realistic action plans.

- Quality Control- the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability- the individual adapts to changes in the work environment; manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability- the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and Security- the individual actively promotes and personally observes safety and security procedures, and uses equipment and material properly.

Knowledge and Skills:

- Proficiency in or knowledge of using a variety of computer software applications, especially Excel and Microsoft Word software.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Good to excellent spelling, grammar and written communication skills.

Language skills:

- Ability to respond to common inquiries or employees, regulatory agencies. Ability to write reports that conform to prescribed style and format. Ability to effectively present information to employees, including management staff.

Physical Demands:

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Expectations of Employee:

- Adheres to Agency Policy and Procedures.
- Acts as a role model within and outside the Agency.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about Department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.