



POSITION DESCRIPTION

JOB TITLE: **HR Coordinator**

SALARY: **DOE**

REPORTS TO: **HR Executive Director**

BASIC FUNCTION: Performs a variety of HR and administrative functions. Coordinate with HR and office operations, maintain employee files and data base, and ensure employees are in compliance with certifications and Affiliated Computer Services (ACS)

SCOPE OF WORK: Provide support in all functional areas of HR, including but not limited to recruitment, employee and labor relations, benefits, training and development, safety and Worker's Compensation. Ensure compliance with all legislated requirements, governmental, Company and facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain an understanding of each HR/Office functional area
- Apply judgment in determining work methods and balancing competing priorities.
- Facilitate employee meetings ensuring that all necessary program information, training and agency policy/procedures as reviewed as needed.
- Ensure program compliance, safety procedures contracts, state and federal regulations.
- Maintain employee files to insure they are in compliance with DSDS regulations
- Handle confidential and sensitive information with poise, tact, and diplomacy
- Organize and prioritize large volume of information and assignments, including paper and electronic filing through network server
- Work independently and within a team on special and ongoing projects when necessary
- Projects a positive image of organization and conduct one'sself professionally at all times, when dealing with internal and external colleagues, consistent with the values and culture of the organization.
- Act as liaison between facility and HDQ on all HR related matters.
- Coordinate special projects including employee recognition.
- Assist with developing procedures for the office activities, such as filing, record maintenance, typing, word processing, and faxing and mail distribution. Familiar with a variety of concepts, practices, and procedures.
- Assist CEO, Executive Director and Care Coordinator Administrator as needed
- Perform all other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES;

- Strong interpersonal skills and customer service
- Must have knowledge of the HIPPA laws of 1996 to maintain and safeguard confidential medical and personal records
- Must have knowledge of a variety of computer software applications in accounting, word processing, spreadsheets, database and presentation software (QuickBooks, Microsoft Outlook, Word, PowerPoint and Excel)
- Multi-line phone, copiers and fax machines
- Effective written and oral communication skills
- Ability to consistently be at work and on time
- Excellent personal organizational skills
- Ability to follow oral and written instructions

QUALIFICATIONS:

- Minimum 3 years of progressively HR experience and/or training; or equivalent combination of education and experience
- 1-2 years' experience in the Healthcare Field preferred
- Must have a high school diploma or GED
- Must be must be at least eighteen years of age, have a valid Alaska Driver's License, and able to pass a Criminal Background Check
- Must have a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrative poise, tack, and diplomacy
- Must be able to interact and communicate with individuals effectively at all levels of the organization and maintain a positive attitude
- Requires continual attention to detail and composing, able to work independently and multi-task, typing, and proofing materials, establishing priorities and meet deadlines.
- Must be able to work in a fast paced environment with demonstrated ability to juggle multiple competing tasks and demands

WORK ENVIRONMENT:

- Ability to work in an office setting
- Position may require extended hours including evenings and weekends, travel to clients residency.

How to Apply:

Website: <http://www.heartsandhandsofcare.com>

Submit both Application and resume:

Fax (907) 341-2265 or email at kristy@heartsandhandsofcare.com