

WILLCARE JOB DESCRIPTION
HUMAN RESOURCES COORDINATOR

Title: Human Resources Coordinator	Department: Recruitment / Human Resources	FLSA Status: Non-Exempt
Reports to: Branch Administrator	Direct Reports: Recruiter(s)	Revised: January 9, 2009

POSITION SUMMARY:

Oversees the daily operation and work flow of the Human Resources operations for branch location. Responsible for fulfilling all Federal, State, Local, Contract and Agency requirements by maintaining employees' files regarding compliance updates, and by cooperating with incorporating changes to existing policies. Coordinates all Human Resource and Recruitment initiatives for branch.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Maintains the computer entry of information regarding employees and clients.
2. Maintains the maintenance of all employee records.
3. Maintains the compliance of all employees per Federal, State, Local, Contract and Agency regulation / policy.
4. Organizes the hiring process and provides support to recruitment personnel.
5. Assists with the coordination and placement of Advertisements for recruitment needs.
6. Handles field employee inquiries regarding agency policy and procedures and employee benefits
7. Assumes responsibility for the accurate and timely administration of the Unemployment Insurance programs regarding the field staff of the agency.
8. Coordinates Disability and Workers Compensation information to Corporate HR Office.
9. Assumes responsibility for the administrative procedures in the Human Resources department. (criminal checks, IC9 forms, etc)
10. Participates in orientation of new employees
11. Communicates effectively with training / nursing / scheduling department regarding compliance needs.
12. Reports to Branch Manager/Administrator, any deficiencies found in audit or compliance
13. Participates/assists outside contract or regulatory agencies with personnel reviews and reports of results to Branch Manager/Administrator.
14. Responsible for providing employee compliance records to outside contracted agencies, as appropriate
15. Acts as a resource for Supervisory employees regarding counseling and labor law issues.
16. Attends unemployment hearings, as appropriate
17. Responsible for maintaining needed supplies for office / medical compliance / recruitment sites.

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Demonstrates a clear understanding of the Mission, Purpose and Philosophy.
2. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
3. Takes initiative and responsibility for decisions as an individual and as a company. Exhibits commitment to personal and companywide goals.
4. Participates in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approaches everything with the passion and desire to meet the highest standards.
5. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strives to deliver lasting value to our patients in the comfort of their home.

6. Strives to help lead the industry through vision, technology, innovation, and customer service. Strives to make a difference in the lives of our employees, patients, and community. Encourages a positive environment and experience for co-workers and patients.
7. Treats employees, patients, and business partners with respect. Fosters teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embraces diversity and demonstrates the ability to work together.
8. Promotes a safe and efficient working environment by adhering to agency policies and procedures.
9. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.
10. Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
11. Adheres to departmental and agency dress codes as observed by supervisor.
12. Communicates information effectively both verbally and in writing.
13. Attends and participates in staff meetings, required in-services, agency PI activities and other meetings as requested.
14. Utilizes material, equipment and time in a safe, beneficial, and cost effective manner
15. Organizes workload to complete responsibilities in an appropriate and timely manner.
16. Observe infection control and standard precautions.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

1. N/A

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Bachelor's Degree in Human Resources or related field; OR, Associates Degree and 3 - 4 years experience in Human Resources.
2. Knowledge of Federal, state and local regulations and labor laws preferred.
3. Proficient computer skills.
4. Strong communication / interpersonal skills

PERSONAL & PHYSICAL REQUIREMENTS:

1. Ability to lift up to 10 lbs.
2. Work environment is characteristic of any office setting which involves prolonged periods of sitting and intermittent physical activity such as occasional requirement to stand, walk, reach with arms and hands, and to stoop, bend, kneel, or crouch.