



Job Description

Position: Human Resources Specialist

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Human Resources Specialist is responsible for leading and administering human resources activities including employment policies, procedures, staff recruitment, and retention activities and clinician credentialing.

This position works closely with the Executive Director, Program Managers and the Development Manager.

Qualifications: BA or BS in business administration and/or a minimum of two years of relevant experience as a human resource specialist. Excellent written and verbal communication skills required. Ability to maintain confidentiality is essential. Ability to make sound decisions, function as a team member, maintain a sense of humor, and relate well to others is also essential for this position.

Responsible to Whom: Reports directly to the Executive Director and is a member of the Administrative Support team.

Responsibilities:

1. Oversee all Human Resource activities and Personnel files.
2. Manage recruitment advertising.
3. Oversee preparation and updating of employment agreements and contracts
4. Orientation of new and substitute employees, including processing, tracking and filing all required paperwork;
5. Conduct exit interviews, document incidents and injuries, and submit worker's compensation reports.
6. Oversee selection and implementation of insurance and benefit programs related to facility, staff, board, and volunteers. Work with vendors to procure adequate and cost-effective policies and/or services.

7. Manage and track staff health insurance enrollment and work closely with Payroll staff to ensure correct payroll deductions.
8. Manage and track credentialing of clinicians.
9. Respond to inquiries from external sources i.e., Employment Division, financial institutions, prospective employers, etc.
10. Maintain working knowledge of laws and regulations pertaining to Human Resources and Personnel Management.
11. Monitor updating of position descriptions, as well as the organizational chart to reflect current positions and personnel.
12. Periodically review all recruitment and hiring procedures and propose changes as appropriate.
13. Update personnel policies and procedures in collaboration with Executive Director, Program Managers and the Personnel Committee of the Board.
14. Act as the HIPAA Privacy Officer for the agency and oversees all ongoing activities related to the development, implementation, maintenance of; and adherence to the organization's policies and procedures covering the privacy of; and access to, patient health information in compliance with federal and state laws and governing healthcare organization's information privacy practices.
15. Support staff welfare and appreciation activities.
16. Contribute to a positive team environment by fostering an atmosphere of respect, cooperation, and professionalism.
17. Other related services as assigned.

General Performance Requirements:

- Demonstrated ability to communicate with credibility and confidence, in both written and verbal form.
- Demonstrated ability to interact effectively and collaboratively with diverse individuals or groups using creative problem-solving skills.
- Demonstrated project management skills.
- Ability to establish and maintain effective working relationships with agency personnel, parents, students, clients and public; work collaboratively as a team member.
- Respect confidential information and the privacy of students, staff, clients, and parents.
- Certified Authorized Designee for the Department of Human Services – Criminal Records Unit, or the ability to obtain certification within six months of hire.
- Attention to detail.
- Ability to lift up to 30 pounds and maintain safety guidelines for this position.

I have received, reviewed and fully understand the job description for the Human Resources Specialist position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Signature

Date