



## JOB DESCRIPTION

### HR COORDINATOR

**RESPONSIBLE TO:** Director of Human Resources

**SUMMARY:** Primary responsibilities include recruitment and onboarding, file compliance, and benefits enrollment for employees at all agency locations. Provides assistance and support to the Human Resources division on all human resources related matters, as well as guides and serves all employees within the organization.

**STATUS:** Exempt, Full Time

#### QUALIFICATIONS/KNOWLEDGE/SKILLS:

- Bachelor's Degree and 2+ years of experience in Human Resources, Recruiting, or related field. An equivalent combination of education and experience may be considered
- Ability to exercise considerable judgment and discretion and to maintain confidentiality of employee information
- Ability to accurately process, file and communicate detailed information
- Excellent interpersonal skills required
- Proficiency with Microsoft Office, experience with applicant tracking systems and human resource data systems
- Self-motivated, able to work independently
- Effective organization and time management skills with the ability to work under pressure
- Valid Driver's License, and must be willing to travel to all CSCH locations

#### DUTIES AND RESPONSIBILITIES:

1. Coordinates the full cycle of recruitment/selection/onboarding process including but not limited to advertising position openings, editing job descriptions, establishing selection criteria, screening applications, and assisting departments with interview/shadow experience scheduling.
2. Conducts all pre-employment activities, including application tracking, screening interviews, pre-employment tests, reference checks, background checks, etc.
3. Implements onboarding strategies for applicants and new hires, and assists Training Manager with new hire orientation.
4. Ensures that new employees are properly enrolled in any benefit plans offered in a timely manner. Maintains all records of benefit plan participation.
5. Assists with maintaining job descriptions and updating required screening for all positions.
6. Ensures appropriate employee related changes are communicated to the finance department and benefits providers in a timely manner.

7. Responsible for a comprehensive employee personnel records system for all employees. Coordinates HR file record reviews to ensure continual compliance for COA accreditation standards, Sanctuary Model standards, and all local, state and federal licensing and employment standards.
8. Assists with periodic HR Audits and presents information to the HR and Leadership teams as necessary.
9. Provides and maintains a high level of confidentiality and security for personnel files and information contained therein.
10. Compiles HR metrics such as turnover, first year retention statistics, information gathered from exit interviews, prepares information for HR team to review as well as for PQI and leadership.
11. Serves as an “open door” resource to all personnel regarding organizational policies, governmental regulations, and employee benefits.
12. Assists in the planning and execution of agency-wide employee events and special programs.
13. Will serve as a backup for the Administrative Assistant during periods of absences.
14. Other duties as assigned by Director of Human Resources/Chief People Officer.

**OTHER DUTIES:**

1. Adheres to the Agency’s commitment to the Sanctuary Model of Care, S.E.L.F Model, Self Care, Seven Commitments and their respective tools to create a supportive, nurturing environment conducive to clients’ spiritual, social, educational and emotional development
2. Promotes a safe, secure environment in all areas of responsibility by adhering to all policies and procedures and all program guidelines pertaining to risk management
3. Is responsive and sensitive to the cultural and ethnic differences among staff, students, cottage groups, and families served
4. Uses Crossnore School & Children’s Home resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds
5. Demonstrates the ability to take supervisory direction as well as work independently using sound judgment
6. Works closely and cooperatively with other agency staff, maintaining positive, problem-solving relationships.
7. Participates on a team or committee that is appropriate to fulfilling job responsibilities and/or other professional interests in order to obtain common programmatic goals. Participates in committees or workgroups.
8. Assumes responsibility for professional development through appropriate use of supervision (clinical/individual or group), participating in performance evaluations, and attendance at classes, workshops, etc. to improve professional skills
9. Ensures compliance with all applicable standards of practice
10. Provides a high level of customer service to both internal and external customers.
11. Presents a positive and helpful professional image of Crossnore School & Children’s Home in personal appearance and attitude
12. Respects the confidentiality of all information regarding the children and their families as well as information regarding personnel.

**PHYSICAL DEMANDS - Light**

Position may require lifting to 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Frequent walking, standing, and sitting. Frequent reaching and/or grasping using hands and/or arms. May be required to ascend/descend stairs. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Regularly required to talk and hear.

*The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.*

\_\_\_\_\_ *I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children's Home may exercise its employment-at-will rights at any time.*

\_\_\_\_\_ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

\_\_\_\_\_ *I certify that I am able to perform the essential functions of this position as outlined in this job description.*

\_\_\_\_\_ *I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date