

Coalition for Hispanic Family Services
JOB DESCRIPTION

Department: Human Resources
Job Title: Human Resources Coordinator
Reports To: Director of Human Resources
Date Available: Currently Available
Date Posting: July 31, 2019
Deadline to Apply: Open Until Position Filled

To apply:

Submit a resume and cover letter with qualifications to Wanda Maldonado, Director of Human Resources, at wmaldonado@hispanicfamilyservicesny.org.

Objective:

The Human Resources Department provides competent, courteous, and professional assistance to all Coalition for Hispanic Family Services staff by administering benefits and changes in employment status; assisting managers with employment changes and hiring within programs; maintaining accurate and confidential personnel records; and ensuring compliance within each program, with personnel policies and employment and benefit laws.

The Human Resources Department is committed to establishing and maintaining positive working relationships with the management team, supervisors, and staff. Each person is a vital part of the organization, and each person will be treated with equal respect. Human Resources is also responsible for coaching and counseling managers and their employees, as well as managing employee benefits, including Workers' Compensation. Personnel files for all employees are managed and housed in the HR office.

Position Summary:

The Human Resources Coordinator guides and manages the overall provisions of Human Resources services, clearance policies, and staff support. The major areas the Human Resources Coordinator include conducting orientations, preparing and representing in department/program audits, managing and maintaining medical benefit plans, maintaining HR systems for staff information and analysis, managing time and attendance.

Responsibilities:

The Human Resources Coordinator's responsibilities include but are not limited to:

- Enters information into the all HR related systems including new hires, rate changes, addresses, changes, benefit information, and terminations.
- Oversees all personnel files including creating and maintaining various databases and spreadsheet files relating to employee information for analysis.

- Plans and conducts new employee orientation, open enrollment activities, communicating changes, and ensuring deadlines to foster positive attitude towards company goals.
- Manages agency medical benefit plans in accordance with established policies and procedures.
- Conducts monthly reviews of medical plans for billing compliance.
- Assists with the implementation of human resources policies and procedures.
- Assists in the review, process, and submission of timesheets into payroll on a timely basis.
- Manages communication with employment candidates.
- Arrange phone interviews and scheduling of in-person interviews.
- Greet direct, and escort visitors and employees to the Human Resources department; provide assistance and adhere to any requests.
- Participate in projects, duties, and other administrative tasks assigned by the Human Resources Director.
- Maintain knowledge of functional area and company policies and procedures.
- Assist in screening and referring all correspondence to the director or other staff as appropriate and follow up on same when necessary.
- Schedule appointments and coordinate director's schedule when necessary.
- Coordinate and confirm meetings, reserve and set-up conference room.
- Supervises interns and summer youth staff who are assisting with clerical support to the department.
- Perform other duties as assigned by the Human Resources Director.
- Assist the HR Director with overall departmental functions.

The ideal candidate will exhibit:

- A strong sense of ethics and integrity.
- Outstanding interpersonal skills: must display patience and be focused on customer service and satisfaction.
- Ability to work independently and respond to rapidly changing priorities of projects and deadlines in a fast paced, hands on environment. Strong problem solving skills.

Qualifications:

- Bachelor's degree in human resources or business management with two years' experience in human resources, administration, or office management.
- Proficiency in ADP Workforce Now (Payroll System), MS Word, Excel and PowerPoint will be required to perform the necessary functions of this position.
- Strong professional interpersonal, written and verbal communication skills.
- Detail orientated and excellent organizational skills; accuracy is essential.
- Must be a mature responsible individual for supporting compliance requirements by maintaining high levels of privacy and confidentiality.
- Must be a critical thinker, who routinely communicates with all levels of employees/managers as well as outside consumers.
- Ability to analyze problems and develop a successful outcome and a demonstrated ability to work collaboratively in a team fostered environment with all levels of staff.

- Ability to adapt to a flexible schedule.
- Bilingual (English/Spanish) preferred but not required.