



REPORTS TO: Human Resources Director

POSITION: Performs duties at the professional level in some or all of the following functional areas: employee relations, training, employment, affirmative action and employment equity program, benefits management and payroll functions.

POSITION QUALIFICATIONS:

- Bachelors Degree preferred or the equivalent years of experience.
- General knowledge of employment laws and practices.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.
- Effective oral and written communication.
- Excellent interpersonal and coaching skills.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- Regular attendance is required
- Must be able to read, write and speak fluent English.

PHYSICAL REQUIREMENTS:

- Sitting: 3-7 hours/day
- Standing: 1-3 hours/day
- Walking: 1-3 hours/day
- Lifting: 10-25 lbs good body mechanics or 10-25 lbs improper body mechanics
- Squat/Kneel: 1-3 hours/day need not be continuous

MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrate ability to develop and maintain good interpersonal relations with staff and residents.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.
- Able to organize and prioritize work.
- Must have the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or government law.
- Ability to objectively coach employees and management through complex, difficult, and emotional issues.

WORK ENVIRONMENT:

- Work primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involve possibility of exposure to communicable disease.
- Work with frequent interruptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and maintain a working knowledge of new developments and trends in the areas of employment, compensation, benefits, training, and safety and health.

- Maintain a working knowledge and serve as a resource on all federal and state laws affecting these human resource functions.
- Represent Luther Manor Communities in unemployment claims.
- Assist in workers compensation program and processes claims.
- Update OSHA 300 log on a weekly basis and post appropriate forms annually.
- Plan and organize all activities of the department alongside HR Director.
- Assist in the determination of the staffing requirements for all departments necessary to ensure that resident needs are met.
- Monitor overtime and communicate areas of concern with management.
- Maintain employee personnel files for both active and terminated employees.
- Work directly with management to assist them in carrying out their responsibilities on personnel matters.
- Create necessary reports in regard to staffing needs.
- Assist with recruitment efforts for all exempt and nonexempt personnel.
- Conduct new-employee orientation program, as needed.
- Work with Human Resources Director in identifying staff training needs.
- Responsible for maintaining all employee and applicant documentation as dictated by governing agencies.
- Conduct exit interviews and analyzes data and make recommendations to the Human Resources Director for corrective action and continuous improvement.
- Help maintain Human Resource System records and compiles reports from database.
- Assist with developing and maintaining job descriptions for all positions and update as needed.
- Assist HR Director with benefits programs to including 401(k), health and dental insurance, life insurance, supplemental benefits, etc., and make recommendations.
- Process payroll functions bi-weekly.
- Assist with updates and maintain personnel handbooks for employees.
- Serve as a resource on HR functional areas to all supervisors and staff.
- Provide input to the performance appraisal process, along with appropriate development and maintenance of the evaluation tool.

Administrative:

- Attend personnel committee meetings and other board committee meetings as deemed necessary.

Customer Service

- Interact with residents, families, staff, applicants and other visitors to the community in a pleasant respectful and courteous manner.
- Act as a positive representative of the community at all times.
- Perform incidental housekeeping and maintenance tasks as may arise during the course of regular duties in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.

Professional Duties

- Represent the community in a professional manner within the community.
- Work appropriate hours as needed.

In-Service Education

- Attend all in-service education programs mandated by federal, state, and company guidelines.
- Participate and assist in departmental meetings and projects as assigned.
- Accept the responsibility of defining and meeting continuing education requirements.

Miscellaneous

- All other duties as assigned.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities.

To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read this position description and fully understand the requirements. If I am offered and accept the Human Resources Coordinator Position, I agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

Date

Print Name

Signature