

JOB DESCRIPTION

TITLE: **HUMAN RESOURCES SPECIALIST**

ORGANIZATION: **REACH**

IMMEDIATE SUPERVISOR: **DIRECTOR OF HUMAN RESOURCES**

PRIMARY FUNCTION:

Under the supervision of the Director of Human Resources, the Human Resources Specialist will participate in the coordination and organization of Human Resource functions at REACH. These responsibilities will include, but not be limited to, the maintenance of all personnel records, coordination of new employee recruitment, administration of employee discipline and terminations, interviews, orientations, and training.

PRIMARY JOB RESPONSIBILITIES:

To assist the Director of Human Resources to:

1. Preparing and reviewing compensation and benefits packages
2. Administering health and life insurance programs
3. Implementing training and development plans
4. Plan and monitor annual performance review sessions
5. Inform employees about additional benefits they're eligible for (e.g extra vacation days)
6. Update employee records with new hire information and/or changes in employment status
7. Maintain organizational charts and detailed job descriptions along with salary records
8. Create, implement, and evaluate all human resource department policies, procedures, and structures.
9. Process employees' queries and respond in a timely manner
10. Stay up-to-date and comply with changes in labor legislation
11. Provide support to the Operations Committee of the Board of Directors.
12. Complete reference checks on potential employees and obtain results of health screenings and fingerprint clearances.
13. Coordinate new employee orientation and training sessions at all levels of staffing.

14. Monitors all aspects of staff safety programs and manages REACH's work injury program and data systems.
15. Demonstrate positive interpersonal relationships with parents, staff and the community.
16. Participate in consumer/parent activities.
17. Other duties as assigned by the Director of Human Resources and provide leadership in the temporary absence of the Director of Human Resources.

EDUCATION/EXPERIENCE:

Bachelor's degree in business administration, human resources or a relevant field. A minimum of 3 years' proven experience in a similar role.

SPECIFIC SKILLS:

Demonstrated skills in personnel administration and in understanding of insurance Strong working knowledge of HR functions and procedures (e.g. pay and benefits, recruitment, training, and development)

Commitment to staying current on the understanding of labor laws and disciplinary procedures

Proficient in Microsoft Office, knowledge of HRMS is a plus

Exceptional organizational and time-management skills

Outstanding communication and interpersonal skills

Aptitude for critical thinking, problem-solving, and decision making

Strength of character, ethics, and commitment, and reliability

Preferred: HR Credentials (e.g. PHR from the HR Certification Institute)

ACKNOWLEDGEMENT:

This is to acknowledge that I have received a copy of the REACH job description for my job classification and understand that it contains important information regarding my job responsibilities. I further understand that his job description may change as the needs of REACH change. In addition, I understand that the employment relationship is based on the mutual consent of each employee and REACH. Accordingly, either I or REACH can terminate the employment relationship at will, at any time, with or without cause or advance notice.

Employee

Date

Supervisor

Date