

Job Title: Human Resources Coordinator

Summary: The Human Resource Coordinator administers employee health and welfare plans and acts as liaison between employees and insurance providers. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. This role will be responsible for managing the employee life cycle (i.e., recruiting, interviewing hiring, onboarding, training, and firing employees), compliance regulation, organizational trainings (learning and development), employee relations, company culture, administering employee benefits, record-keeping, file maintenance and HRIS entry, along with assisting our administrative team when needed and available.

Qualifications:

- Associates degree in Human Resources, or equivalent degree or equivalent work experience is preferred.
- 2 or more years of HR experience preferred
- Proficiency with Microsoft suite is required
- Experience with HRIS software is preferred
- Continued education in specialized areas of work for professional growth and development

Duties: Human resources coordinator responsible for:

1. Recruiting / Onboarding / Maintaining Employee Compliance / Firing
 - Employee/Intern recruitment and interviews
 - Checking references
 - Writing offer letters (both employee and interns)
 - Managing job boards to better recruit new employees
 - Hiring new employees
 - Onboarding of all employees and interns
 - Work with owner to maintain pay scales for the organization
 - Compensation/benefits questions and updates
 - Including managing PTO, Sick PTO, Continuing Education PTO, and Self-care time
 - Explaining benefit packages and resources
 - Assisting owner in selecting benefit packages
 - Maintaining compliance in the workplace with benefit providers
 - Firing employees when needed
2. Organizational Trainings (Learning and Development)
 - Managing employee development and training
 - Assisting / creating / organizing an HR platform that meets needs of ETLLC and the growing company it is.
 - Learning and development management / encourage opportunities to learn
 - Hold employees accountable for workplace standards
 - Meet with staff when not following standards, codes of ethics, compliance
 - Help develop and lean into strengths and personalities of individuals
 - Utilizing Strengths Finders 2.0 top strengths as well as Enneagram personality.

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3. Employee Relations / Company Culture

- Promote and maintain a positive organizational culture with innovative and creative team member engagement solutions
- Resolving disputes between employees in the workplace
 - Assisting in removing communication barriers
- Creating/maintaining healthy company culture
 - Pulse checks; employee engagement; All aspects of organizational flow and employee morale
- Assisting the wellness coordinator in creating team building activities
- Planning team events and holiday functions – (assist the social committee when needed)
- Implementing HR initiatives including health, volunteer, and charity initiatives and providing resources

- Administrative assistance – tasks presented from office administrator:
 - Assisting with:
 - Scheduling
 - Initial evaluations
 - Phone calls
 - Organization of EMR / SP (including both physical charts/electronic charts)

Skills and Competencies: Human Resources Coordinator will be:

- Proficient in word, excel, and O365.
- A strong communicator, flexible, adaptable and a team player.
- Self-motivated, self-aware, detail oriented and organized.
- Excellent assertive communication skills and organizational skills with an eye for detail and an ability to work independently.

Human Resources Coordinator will:

- Demonstrate behavior consistent with our mission, vision, and shared values.
- Demonstrate fiscal responsibility.
- Contribute to continuous quality improvement.
- Contribute to team effectiveness.
- Meet standards of confidentiality.