

Human Resources Coordinator

The main purpose of this role is to assist with clerical functions for processing new applicants. The Human Resources Coordinator will also assist at the Reception Desk to cover breaks and when the Receptionist is out of the office.

Must be outgoing and personable, work efficiently, amid occasional distractions in a small, busy central office, and be a team player supporting a shared, common goal of company success and growth. Must have a strong work ethic, being reliable, flexible and a good problem solver, focusing on solutions vs. the problem.

Flexibility is essential. Some after-hours work may be required due to emergency situations or short-term projects. Candidates will exhibit a positive attitude, energetic and enthusiastic approach to work, and welcome innovative and creative approaches to every day duties, as well as with emergent situations.

As a representative of the company to the public, including community agencies, all care recipients, and their families – including those seeking services, and all caregivers – including employee applicants, candidates must have effective verbal and written communication skills, a neat, professional demeanor and appearance.

As a liaison with caregivers in the field, care recipients and their families, candidates must be able to 'read' people and situations – while being empathetic and validating, able to clearly identify and separate concerns and emotions.

This position reports to the Director of Human Resources and Staff Development

Duties include but not limited to:

- Create and maintain files in our database systems for new applicants and existing employee's
- Running background checks
- Initiating and following up on employment verifications
- Set-up, reviewing and maintaining files
- Screen potential candidates and schedule interviews
- Assist with planning and attending recruiting events
- Track new candidates and all inquiries based on marketing efforts
- Assist with planning and coordination of training
- Assist with coverage at the reception desk
- Answering phones, including initial call intake, call distribution and taking messages
- Maintain copies of New Hire Packets and applications
- General filing, copying, and scanning
- Other duties as needed
- Ability to sit, walk, use hands and arms for moderate to long periods of time throughout the work day; Able to stand, reach, push, pull, bend, squat intermittently throughout the work day; ability to work at a computer sitting upright for long periods of time during workday. Ability to lift to 25lb occasionally during the work day.

Requirements:

- **Must** have minimally 5 years of experience working within an office environment
- Experience within a home care agency, is preferred.
- High School Diploma/GED; some college or business school; Associates Degree
- Strong organizational skills with an eye for detail
- Excellent communication skills
- Ability to work in a fast-paced environment
- Flexible to changing priorities
- Data entry and typing accuracy (min. 35WPM)
- Ability to work in Outlook, MSWord and email
- STRONG team player
- Customer service mind-set
- Bi-lingual Spanish is *preferred*, but not required.

Interested Candidates should submit a cover letter and resume to:

Judith Ursini, Director of Human Resources and Staff Development

judy@caregivershome.com