

HUMAN RESOURCES SPECIALIST - REDMOND, OREGON

BestCare Treatment Services in Redmond, Oregon is recruiting for a Human Resources Specialist! This position is located at our Administrative Offices in Redmond, Oregon. This is a Full-Time Regular position that includes a competitive benefits package, paid time off, NINE recognized holidays, and a retirement account option. **Starting pay for this position is \$17.00 - \$22.31 DOE.**

BestCare Treatment Services is proud to be one of the longest-term providers of alcohol & drug rehabilitation and mental health services in the Central Oregon region. We got our start in November of 1997, thanks to a partnership between Deschutes County, State of Oregon, and St. Charles Medical Center. From a modest, singular drug rehab center, we have grown to offering residential and outpatient services in four cities in addition to the only Spanish-speaking alcohol and drug rehab facility in the state. We have helped thousands of people find the help they need in a caring and collaborative environment and we remain true to our founding mission:

To advocate and provide compassionate care in the treatment and prevention of addiction and mental illness.

As an agency, BestCare has a family feel with a supportive staff of hard-working professionals whose compassion and dedication is unmatched in our industry. They are smart, kind, innovative and strive to offer the best services available under all circumstances. Does this sound like you? If so, we invite you to join our team by applying for this exciting position.

Located in beautiful Central Oregon, Redmond, Oregon, is home to scenic river gorges, deep desert canyons, and other delightful treasures. The community is tight-knit and is known for its livability, affordability, community spirit as it's easy access to many outdoor activities. The surrounding landscape offers gorgeous snow-capped mountain views, fresh, clean rivers and lakes and breezy high desert plains. Redmond is in close proximity to a myriad of destination locations for fun and relaxation including the breath-taking Cascade Mounts, World Famous Smith Rocks State Park, and Cove Palisades State Park on Lake Billy Chinook just to name a few.

For a video tour of Redmond and Bend, take a look at these videos:

[Visit Redmond Oregon - YouTube](#)

[The Official Bend Oregon Video by VisitBend.com - YouTube](#)

If this sounds enticing, don't wait! Apply today and join the family!

Title: Human Resources Specialist
Program: Administrative Offices
Program Location: Redmond, Oregon; may have limited travel throughout organization
Supervisor: Director of Human Resources
Employment Status: Full-Time Regular

FLSA Classification: Non-Exempt, Hourly

General Duties: The Human Resources Specialist is responsible for human resource support responsibilities including, but not limited to administrative functions. Provides support for the Human Resources Generalists and Director, as needed.

Job Relationships:

- Reports to: Director of Human Resources
- Supervised Employees: None

Job Specifications:

- Associate's degree in human resources, business or related field required; Bachelor's degree in human resources or business strongly preferred. (High School Diploma or equivalent with proven track record of two years Human Resources or Administrative work experience may be substituted for education requirement).
- Minimum of one – two years of Human Resources or Administrative experience required; experience in Behavioral Health or in the general healthcare field, strongly preferred.
- Advanced computer experience in word processing, spreadsheets, Internet, desktop publishing, and database management required.
- Ability to maintain absolute confidentiality - Must have knowledge of HIPAA and privacy laws.
- Experience in an HRIS (database) system preferred.
- SHRM-CP or HR specialty certification preferred.
- Ability to work independently with little supervision required.
- Strong organizational skills and the ability to prioritize and complete tasks required.
- Ability to remain calm while working under pressure in a busy environment.
- Demonstrated experience in verbal and written communication in a professional setting as well as demonstrated experience working with a diverse population of employees.
- Must have strong customer service skills and be able to promote a positive influence within the company.
- Must be a team player, possess interpersonal relationship building skills and have the ability to get along with co-workers.
- Ability to work within framework of standard policies and procedures.

Specific Duties:

- The HR Specialist is the first point of contact for all internal and external customer service encounters including emails, in-person visits and phone calls for the Human Resources office. Assists the customers and routes inquiries to the appropriate Human Resources staff, as needed.
- Assists HR Generalist with position postings, including reviewing and updating job descriptions once a position is vacant to prepare for the recruitment postings.
- Responds to all initial applicant inquiries by sending email notifications to qualified candidates, maintains correspondence with all candidates during the recruitment process, and follows up with correspondence for all non-hired applicants for each position.

- Coordinates interview schedules for Supervisors & candidates; provides reference and background checks for applicants.
- Creates and maintains complete and confidential files for each employee.
- Assists the HR Generalist with the New Hire Employee Orientation tasks including creating packets, scheduling zoom orientation meetings, sending out new hire T-shirts, etc.
- Records and maintains data for each employee, including, but not limited to: Address changes, absences, supervisory reports on performance, change of employment statuses, complete Personnel Action Forms, and dates of and reasons for terminations. Responsible for maintaining an accurate HRIS system with these employment actions in a timely manner.
- Coordinates and provides personnel file maintenance for all incoming HR documents.
- Provides clerical and administrative support including but not limited to faxing, scanning and copying documents for the HR Team.
- Responsible for maintaining up to date staff files for certifications/licensures/Driver license/etc.
- Scheduling exit interviews for the Director of Human Resources for all employee resignations.
- Completing and sending termination packets for exiting employees.
- Assists the Human Resources Team members with personnel related projects as assigned.

Tools and Equipment Used:

Must have competency in using a computer for data entry, word-processing, data base and internet usage. Must be able to operate usual office equipment such as fax, telephone, and photocopy machine. Must have a current and valid Oregon driver license.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The position requires the employee to work onsite in the Human Resources office 100% of the time with the flexibility to travel between the locations based on business needs. Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job within the Administrative office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](https://bestcaretreatment.org)