**BestCare Treatment Services**

**Position Description**

**Title:** Human Resources Specialist

**Program:** Administrative Offices

**Program Location:** Redmond; may have limited travel throughout organization

**Supervisor:** Director of Human Resources

**Employment Status:** Full-Time

**FLSA Classification:** Non-Exempt

**Effective Date:** March 2021

**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 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, possessing outstanding interpersonal relationship building 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.
* Coordinates interview schedule; assists with reference checks for applicants, upon request.
* Follows up with correspondence for all non-hired applicants for each position.
* Creates and maintains complete and confidential files for each employee.
* Assists the HR Generalist in creating packets used in the New Hire Orientation.
* 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.
* 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 driver’s 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 work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with in the Adminstrative 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.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS FO THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

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Employee Signature/Date

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Supervisor Signature/Date