

**Denali Family Services  
HUMAN RESOURCES COORDINATOR  
Position Description**

**Mission**

Supporting children and families through individualized community based services

**Section I**

<b>Name:</b>		<b>Organization:</b>	Denali Family Services
<b>Job Title:</b>	Human Resources Coordinator	<b>Department:</b>	Human Resources
<b>FLSA Status:</b>	Overtime Eligible	<b>Supervisor:</b>	HR Director
<b>Revision Date:</b>	February 2016	<b>Position Status:</b>	Full-time
<b>Position Locations:</b>	Anchorage	<b>OES Job Code:</b>	43-4161

**Section II**

**Summary Position Statement:**

The Human Resources Coordinator will provide support to the Human Resources Director by planning, evaluating and executing human resources activities. These activities include but are not limited to: administration of new hire process, recruitment, employee benefits, compensation administration, maintenance of employee records, and assisting the HR Director with HR projects.

This position is responsible for observing policies, procedures and safeguards to protect the privacy of health information in compliance with the HIPAA Privacy (Privacy Rule).

**Section III**

**Essential Functions**

- Responsible for pre-employment process such as screening applicants, participating in interviews, conducting reference checks, etc.
- Assists with various aspects of new hire orientation under the supervision of the HR Director; maintains all paperwork required for new hires and existing employees (i.e. payroll, personnel records)
- Administration of agency benefits programs such as health, life, retirement, flexible benefit plan, and disability insurance, etc.

- Responsible for administering worker's compensation, unemployment requests, verification of employment, etc.
- Ensures compliance with COBRA and FMLA requirements
- Maintains pre- and post-employment tracking databases
- Conduct periodic HR audits and provide information for other departmental audits
- Continual maintenance of employee records
- Responsible for processing employee status changes (promotion, salary review, new hires, terminations, address changes, work schedule changes) in timely fashion
- Responsible for posting jobs on various sites
- Assist HR Director with maintaining employee handbook and agency policies and procedures

#### **Section IV**

##### **Other Duties and Responsibilities**

- Verify and process employee enrollment for health and related benefits
- Participate and attend job fairs
- Assists with HR related projects

#### **Section V**

##### **Position Requirements:**

Minimum Qualifications: A Bachelor's degree from an accredited college or university in human resources, employee relations, business, or related field and one year of experience in human resources.

##### Knowledge, Skills & Abilities:

- Must have excellent written and oral communication skills and sound judgment.
- Ability to maintain positive professional working relationships and to work effectively within a team environment.
- Knowledge of federal and state employment laws and regulations.
- Organized, efficient, and able to manage multiple tasks simultaneously with attention to detail and accuracy.
- Ability to weigh various factors in determining work priorities.

- Ability to ensure confidentiality as prescribed by agency policy and federal law
- Proficient with Microsoft applications (Word, Excel, Outlook) and possess the ability to learn other software applications.
- Ability to explain basic operations of these applications to others when requested.
- Ability to pass a State and FBI background check in accordance with the State of Alaska Background Checking Unit.

Physical Requirements: Ability to perform sedentary work. Ability to perform operates general office equipment and communicates verbally, both in person and over the telephone.

Working Conditions: Work is mainly performed in a community mental health center office. Occasional trips into the community are required.

**Disclaimer:**

This Position Description reflects Denali Family Service's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_