

Job Title	Human Resources Specialist
Department	Human Resources
Reports To	HR Director
Effective Date	

Position Summary

To support and build the full scope of the NeighborHealth Center (NHC) Human Resources (HR) responsibilities and partner with the leadership team in developing an effective benefit plan for staff and to research, develop, and implement effective recruiting and staff strategies to attract a diverse pool of qualified and capable employees and volunteers for NeighborHealth Center.

Principal Duties and Responsibilities*

Benefits

1. Administrates various employee benefits programs, typically negotiating with insurance brokers and/or insurance providers and making recommendations regarding best choice in accordance with NHC goals
2. Helps prepare for and set up open enrollment meetings for employees to obtain information and understand company benefits; ensures distribution of required employee notices and benefit handbooks
3. Assists employees in understanding health, dental, life and other related benefit plans and claims as well as their rights and obligations under their benefit plans; handles grievances, takes suggestions, and acts as an intermediary between benefit providers and employees
4. Assists newly hired employees with benefit enrollment
5. Resolves administrative problems with the carrier representatives
6. Ensures benefits changes are entered appropriately in payroll system for payroll deduction in collaboration with the Accounting Specialist
7. Verifies the calculation of the monthly premium statements for all group insurance policies
8. Review and distribute 1095-C (ACA) statements to staff annually
9. Ensures compliance with federal, state, local employment laws and regulations, and company policies

Recruiting

1. Develops, facilitates, and implements all phases of a “candidate-friendly” recruitment process
2. Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of NHC
3. Facilitates job posting and advertisement processes
4. Performs initial screening interviews and makes recommendations to hiring managers
5. Assists in the preparation of interview questions and other hiring materials as required
6. Assists with the interview process as required
7. Collaborates with the HR Director during the offer process
8. Details and initiates all new hires' initial tasks and answers any queries
9. Gathers and files all paperwork related to new hires prior to the first day of employment
10. Ensures new hires have desk space and the necessary technology (including peripheral equipment and appropriate software) on their first day of employment
11. Ensures compliance with federal, state, local employment laws and regulations, and company policies in the recruiting and hiring process

Required Skills or Abilities*

1. Critical thinking and situational awareness
2. Problem solving
3. Ability to assess situations and change directions based on priorities

- 4. Excellent written and verbal communication skills with the ability to explain processes and benefits clearly at all levels within NHC
- 5. Excellent interpersonal skills with the ability to act with integrity, professionalism, and confidentiality
- 6. Excellent organizational and time management skills with an ability to handle a high-volume of work efficiently
- 7. Proficient with Microsoft Office Suite or similar software

Required Knowledge, Experience, or Licensure/Registration

- 1. Experience in an office setting
- 2. Bachelor's degree in Human Resources or related field, or equivalent work experience, required
- 3. At least three years managing all phases of the recruitment and hiring process and two to three years of experience in employee benefits administration highly preferred
- 4. Experience with Paylocity highly preferred

Other Requirements*

- 1. Ability to read, write, speak, and comprehend English fluently
- 2. Ability to work full time with hours between 8am and 5pm Monday through Friday
- 3. Ability to sit at a desk and work on a computer for prolonged periods
- 4. Ability to use technology appropriately as a communication tool (audio and video)

Exempt Status

Non-Exempt

*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job.