

**Western Montana Mental Health Center**  
**140 N Russell**  
**Missoula, MT 59801**  
**Phone: (406) 532-8405**  
**Fax: (888) 855-1324**

**Position:** HR Assistant

**Close Date:** Open Until Filled

**Hours:** Full-time

**Job Summary:** Responsible for day-to-day HR operations for approximately 700 staff in nine counties. Works independently and problem solves moderate to highly complex projects and inquiries including administering the FMLA process in compliance with federal law and WMMHC's policy and procedure manual. Administers the Workers' Compensation process, including receiving First Report of Injury reports and filing with Montana State Fund. Processes, collects and follows through on all background checks. Processes unemployment insurance claims including following up with supervisors and completes employment verifications. Processes and completes benefit orientations, enrollments, changes, and open enrollment.

**Essential Job Responsibilities:**

- Receives Workers' Compensation First Reports, reviews and completes FROI for accuracy, follow-up, as needed, with injured worker and supervisor for additional information/details and file to Montana State Fund in reasonable timeframe. Maintain OSHA Reports consistent with Workers' Compensation First Reports and provide annual OSHA Reporting and WMMHC Office reports.
- Process background checks on all new hires and rehires if break in service is in excess of one year. Collect new employee releases, run background checks and notify the hiring Program Director of results.
- Process unemployment insurance claims upon receipt and follow-up with supervisors and Program Directors regarding UI claims for each location. Request additional information, as needed, by UI and maintain records for UI documentation. Notify Program Directors of UI determinations. Follow-up with UI appeal processes if requested. Meet required timeframe deadlines
- Complete employment verifications and return to the requesting party ensuring compliance with WMMHC's policy and consistent with documented releases.
- Assist employees with inquiries and processing of life insurance and short and long term disability claims. Act as the liaison between the third party insurer and the employee and provide details regarding benefit summary.
- Prepare and disperse staff ID badges to new hires in a timely manner.
- Assist with annual open enrollment benefit orientations for assigned locations, including attending orientations, explaining details of benefit summary and answering questions regarding enrollment, qualifying events, and troubleshooting employee issues.

**Job Requirements:**

- Must have detailed knowledge and experience with FMLA rules and regulations, especially with a large group of employees involving complex situations.
- Must have knowledge and experience processing large volumes of unemployment insurance claims involving complex issues, requiring excellent follow-through with supervisors and UI staff.
- Demonstrated excellent abilities with Microsoft Office Suite software, including Word, Excel, Outlook and the Internet and prepare and utilize spreadsheets for reporting.
- Must have reasoning ability to define problems, and collect appropriate data and information to assist with decision making for the department and/or executive management team.
- Must demonstrate self-initiative, with attention to detail, accuracy, efficiency and organization.
- Ability to function independently or in a team setting.
- Valid Montana Driver's License with acceptable driving record.

**Education & Knowledge:**

- Associate of Arts degree in Human Resources related field preferred or four years of directly related HR experience.