

Western Montana Mental Health Center
699 Farmhouse Lane
Bozeman, MT 59715
Phone: (406) 556-6500
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POSITION DESCRIPTION

Job Title: Human Resources Coordinator
Department: Administration
Reports to: Human Resources Director
FLSA Status: Exempt; Full-time
Schedule: Typically Monday through Friday

POSITION SUMMARY

Performs a variety of administrative duties to support day-to-day HR operations as well as specific projects in multiple office in a specified regional area. Works independently and problem solves moderate to highly complex projects and inquiries including HRIS applications; providing benefit information and referral to appropriate sources; logistical coordination of annual benefit enrollment processes; completion of new hire paperwork for assigned area; acceptance of resignation notices and exit paperwork for assigned area; communication of personnel policies and changes to policies;;establishing and scheduling new hire orientation processes and procedures utilizing Real Presence technology and face-to-face sessions; ensure sign off and completion of new hire orientation checklists; recruitment strategies for WMMHC locations including reviewing Indeed applications; scheduling and conducting interviews; performing reference checks; removing filled positions from Indeed, the WMMHC portal, and other websites; gathers information for annual audits; coordinates local site wellness initiative logistics; provides training to staff as needed and/or requested by HR Director; acts as a positive role model through good work ethic, fairness, flexibility and commitment to appropriate and direct communications; demonstrates energy and enthusiasm for WMMHC's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible to answer questions and assist staff with a wide variety of questions or concerns that have a wide range level of complexity.
- Provides excellent customer service in dealings with a variety of people including all staff, customers and clients.
- Must maintain a high level of confidentiality at all times when dealing with sensitive information.
- Remains up-to-date on and provides benefit information on an individual basis for employees and refers complex scenarios and issues to appropriate staff.
- Monitors training completion requirements in ADP and sends reports to managers to update them on training completion status for their staff.
- Remains up-to-date with all ADP capabilities and reporting.
- Has ability to fully utilize report writing in ADP to produce information as requested by local management.
- Receive and respond to all e-mail and telephone inquiries in a timely and professional manner (within 24 hours) unless otherwise noted.

- Provides new hire orientation sessions via Real Presence technology and face-to-face sessions with new hires within assigned regional responsibility.
- Recruitment for job openings across WMMHC, including reviewing Indeed applications, scheduling and conducting interviews, performing reference checks, removing filled positions from Indeed, the WMMHC portal, and other websites
- Coordinate Career Fairs with local offices, order promotional items and be proactive in seeking out recruitment opportunities.
- Continually seeks efficiencies and quality improvement through increased experience and knowledge of WMMHC's processes, policies and procedures.
- Requires ability to travel, if necessary, on an infrequent basis.
- May perform additional duties as assigned by the HR Director or other senior leaders.

KNOWLEDGE AND SKILLS

- Knowledge about human resource laws, wage and hour laws, recruitment practices, etc.
- Read, analyze and interpret information in order to provide such information in readable report format and in a professional presentation manner.
- Utilize mathematical skills such as addition, subtraction, multiplication, division and apply concepts such as fractions, percentages, ratios and proportions to practical work situations.
- Proficiency with Word computer software, Outlook, and the Internet.
- Utilize spreadsheets and other software containing information for WMMHC.
- Excellent grammatical and verbal and written communication skills to prepare professional reports and information to others via e-mail, written documents, or other means.
- Understand and interpret WMMHC's policies and procedures to complete everyday work responsibilities.
- Reasoning ability to define problems, and collect appropriate data and information to assist with decision making for the department and/or local management team.
- Communicate and draw valid conclusions that can be utilized to conduct further research.
- Confident comfort level presenting to groups of people or individuals at a variety of levels of management.
- Ability to communicate diplomatically, professionally, and utilize effective persuasion.

EDUCATION AND EXPERIENCE

- Graduation from an accredited college with an Associate of Art Degree preferred.
- Three years of human resources coordination experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Montana Driver's License with acceptable driving record.
- Proof of auto liability insurance in compliance with WMMHC's requirements.
- Ability to pass background check upon offer of employment.
- SHRM (Society for Human Resource Management) certification preferred.