



Job Description

Job Title:	HR Coordinator
Range:	S11
Program:	SPAN
Supervisor:	HR Manager
FLSA Status:	Non-Exempt
Degree of Supervision:	Weekly
Positions Supervised:	None
Primary Purpose:	Responsible for compliance, coordination, and efficiencies of these HR processes: creation and maintenance of personnel files, HR reports (e.g., annual EEO/affirmative action, 300 injury, exit interview, and monthly employee action), compliance audits/reviews, credentialing, recruitment outreach and process, job descriptions, internship program, workplace culture and HR special projects. Serves as backup on onboarding training and HR risk management (e.g., worker compensation, FMLA/OFLA, ADA). May participate in projects and committees as assigned by HR Manager.

Education and Experience: Associates degree and 1 year of relevant HR experience; or equivalent combination of education and experience. Proficiency required in written and interpersonal communication skills and Microsoft Office applications including Excel. Experience in HRIS, HR data reporting and credentialing as well as familiarity with federal and Oregon employment laws preferred. Preference given to candidates with behavioral health industry experience.

Minimum Qualifications:

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Become BCU/QED (Background Check Unit/Qualified Entity Designee) within three months.

Essential Duties and Responsibilities:

Administrative:

- A. Manage, track and ensure compliance on all employee information and documentation as dictated by governing agencies and Kairos policies, including new hire required documentation, employee actions, performance reviews, progressive discipline, and termination. Responsible for and supports audits/reviews of personnel files, and for maintaining and communicating employee contact information.
- B. Manage 90 day and annual performance management processes, tracks and processes completions, and sends reminders to supervisors when reviews are due.
- C. Prepare new hire orientation material and maintain data entry for new hires.
- D. Prepare and process all post-hire verifications and follow through with Orientation paperwork.
- E. Create and maintain all employee files.
- F. Enter staff information into Carelogic (Electronic Health Records) System, Blackbaud, Relias, HRIS (Human Resource Information Systems) and other approved databases.
- G. Responsible for tracking required certifications, credentials and new hire requirements.
- H. Manage credentialing process, facilitate application start-up process at monthly Onboarding, and tracks and follows up on completions.
- I. Conduct wage work-ups and pay analysis for new/internal hires and employee actions, for HR Manager approval.
- J. May be responsible for or serve as backup for outreach, recruitment and internship process for all open positions at Kairos. Work closely with hiring managers on needs, process and interviewing.
- K. Serve as backup on HR risk management (e.g., workers compensation, FMLA/OFLA, ADA) and onboarding coordination.
- L. Collect HR data for reports on employee population and actions to ensure compliance and monitor trends. Provide information for monthly and annual reports to HR Manager.
- M. Compile data and complete annual required compliance reports: EEO; Veterans; affirmative action, OSHA.
- N. Contribute to and/or lead HR projects and tasks as assigned by the HR Manager. May serve in lead role to other HR staff for HR projects and/or responsibilities, as assigned.
- O. May be appointed to participate and/or lead HR-related committees and/or special projects.
- P. Maintain proficiency in all Microsoft applications used for HR transactions and reporting.
- Q. Help interpret and update HR policies and draft and maintain related guidelines and procedures.
- R. Maintain compliance with federal and state regulations related to areas of responsibility

Other Duties And Responsibilities:

Performs other duties and special project as assigned by the HR Manager.

Attendance:

Maintain prompt and regular attendance. Ability to be flexible and adjust schedule as necessary.

Physical Demands: The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10

pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

Working Conditions: The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

Hazardous Conditions: Risk of verbal and physical threats and harm from clients. Possible exposure to air and Blood borne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

Travel: Travel is expected for required trainings, meetings and recruitment events.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.
position.

Staff signature: _____ Date _____