

Northeastern Center, Inc. NOTICE OF OPEN POSITION

Order Key #: 1862
Job Key #: 188 Human Resources Development AA
Date Posted: 07/09/2019
Date Closed: 07/16/2019
Work Location: Administration - 1st Floor
Department: 80 Administration
Shift: First Shift
Position FTE: 100
New Position: Yes

Duties: The Human Resources Development AA under the direction of the Human Resources Director, liaises with various partners on training; assesses agency training and development needs, and requirements and solutions. Position implements methods to educate and enhance performance and maintain regulatory and accreditation compliance of Center staff. Position is also responsible for various Human Resources functions as outlined under duties and responsibilities.

Education Requirements: High school diploma or equivalent

Licensure Requirements: None

Experience Expectation: 3 years Human Resources Experience required and 2-5 years clerical/office setting experience preferred

Salary Classification: Administrative Level IV

Submit Application To Human Resources

Signed: 

Date: 7-10-19

TOPICAL AREA: Job Description
POLICY NUMBER: JD8447

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PROGRAM BOOK FILED UNDER:

DOCUMENT TYPE: Policy Procedure Statement of Information

DATA LOCATION: Policy/JD8447

DATE ISSUED: July 2, 2019

LAST REVIEW DATE: July 2, 2019

LAST REVISION DATE: _____

SUPERSEDES: NEW

ISSUED BY: _____ Human Resources Director_

NEXT REVIEW DATE: July 1, 2021

REVIEW RESPONSIBILITY: Human Resources Director

SUMMARY:

The Human Resources Development AA under the direction of the Human Resources Director, liaises with various partners on training; assesses agency training and development needs, and requirements and solutions. Position implements methods to educate and enhance performance and maintain regulatory and accreditation compliance of Center staff. Position is also responsible for various Human Resources functions as outlined under duties and responsibilities.

JOB RELATIONSHIPS:

- A. Reports to: Human Resources Director
- B. Supervises:

DUTIES AND RESPONSIBILITIES:1. Development/Training functions:

1. Is an active member and liaises with the Risk Management and QI Committee while focusing on various agency training requirements.
2. Works with QI (Quality Improvement), the CCO (Chief Clinical Officer) and under the direction of the HR Director to develop training compliant with regulatory and governing bodies and with best practice.
3. Conducts an annual training and development needs assessment.
4. Develop and maintain skills bank, tapping individual employee's expertise to deliver ongoing training
5. Proposes and develops training and development programs.
6. Conducts surveys after training sessions.
7. Maintains and updates the employee competency matrix and/or plan.
8. Tracks employee training files and monitors progress on competencies and completion.
9. Maintains the Center's E Learning program through Relias including development of new training modules appropriate to the agency's needs.
10. Maintains the Center CEU licensure with IPLA (Indiana Professional Licensing Agency)

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2. Human Resource Duties:

1. Maintains a clear understanding and knowledge of all Human Resources departmental functions and is able to perform such functions with little or no supervision;
2. Develops an active understanding of various federal and state regulations as they relate to Human Resources and payroll including but not limited to the FLSA, and Wage and Hour. Reports changes and makes appropriate recommendations to the Human Resources Director.
3. Assists the HR Director and provides departmental backup as needed:
 - a. Provides backup to payroll;
 - b. Provides backup to the HR orientation cycle;
 - c. Understands and backs up employee benefit administration services including health, life, long term disability and the 401(k) plan. Provides backup to reception duties including locking and unlocking of the building;
4. Maintains an understanding of the Center personnel policies and is available to answer questions by staff;
5. Maintains staff privileging at the various local/regional hospital as required and directed by the Human Resources Director;
6. Recruitment duties:
 - a. Provides primary management in recruitment of middle managers and all prescribers;
 - b. Assists in other recruitment needs as directed by the HR Director;
7. Tracking duties:
 - a. Prepares, disseminates and tracks initial and annual employee evaluations;
 - b. Prepares and distributes annual PSO reappointment packets;
8. Works effectively as a team member of the Human Resources Department.

Other duties as assigned

QUALIFICATIONS:

- 1.0 Education: High school diploma or equivalent;
- 2.0 Experience: 3 years Human Resources Experience required and 2-5 years clerical/office setting experience preferred
- 3.0 Certifications/Licenses: None
- 4.0 Essential Duty Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 4.1 Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- 4.2 Reasoning Abilities: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- 4.3 Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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5.0 Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 5.1 While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel, objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.
- 5.2 The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- 5.3 While performing the duties of this job, the employee is often required to operate a motor vehicle.

6.0 Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 6.1 The noise level in the work environment is usually moderate.

7.0 Special Skills, Knowledge, Abilities:

- 7.1 Ability to articulate clearly;
- 7.2 Knowledge of general office practices and procedures;
- 7.3 Ability to learn assigned tasks readily and adhere to prescribed routines;
- 7.4 Good interpersonal and communication skills;
- 7.5 Skills to learn to operate a word processor;
- 7.6 Ability to access needed information in accordance with above job requirements.