

MountainHeart

Job Description

Job Title: Administrative HR Supervisor
Department: Administration
Reports To: CEO
FLSA Status: Exempt
OSHA Category: Category 3

Summary: Administrative HR Supervisor provides support services to staff within the organization in accordance with the mission, policies and practices of MountainHeart, Inc. Administrative HR Supervisor works directly under the supervision of the CEO/Executive Director.

Essential Duties and Responsibilities:

- Provide support to programs.
- Provide employees with information about policy and procedures, employer expectations, health and safety, and wages.
- Keep CEO informed on current issues.
- Maintain consistency in agency recruitment activities for employees.
- Complete Unemployment Claims.
- Represent agency at personnel related hearings and investigations.
- Oversee benefits.
- Update Policies.
- Update Orientation video.
- Update job descriptions.
- Serve as a link between management and employees.
- Maintain integrity of agency and HR office.
- Complete Organizational Standards.
- Provide Information Survey (IS) reporting.
- ROMA (Results Oriented Management Accountability) Trainer.
- ROMA (Results Oriented Management Accountability) Implementer.
- Certified Community Action Professional.
- EEO (Equal Employment Opportunity) Report
- Track and record all work site injuries.
- Report and manage workers compensation files and OSHA log.
- Family Medical Leave.
- Maintain confidentiality at all times.
- Other duties as assigned.

Supervisory Responsibilities:

This position does have supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Updated: September 5, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, Access and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Two-year degree preferred from an accredited college or university in business, accounting, personnel administration, management, industrial relations, human resources, or related field. Or have a high school diploma or GED with four years' work related experience.

Must have valid driver's license; clear criminal background and APS/CPS check must be bondable.

Language Skills:

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit and reach. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date