

## Human Resources Specialist

### POSITION SUMMARY

The human resource specialist handles and provides support for various HR employee programs within the organization.

### PRIMARY ACCOUNTABILITIES

#### *Benefit functions*

- Calculates and provides staff with information on CE and fringe benefit allowances.
- Coordinates benefit plan enrollments.
- Initiates and reviews enrollment data for accuracy.
- Routine administration of programs.

#### *Human resource functions*

- Maintains personnel files (Payroll, Credentialing, Medical) in compliance with all requirements.
- Keeps employee records up to date by processing employee status changes.
- Processes personnel action forms and ensures proper approvals; disseminates approved forms.
- Prepares new-hire paperwork.
- Assists in hiring process by coordinating job posting, reviewing resumes, and performing telephone interviews and reference checks.
- Process employee garnishments and deductions.
- Provider professional credentialing processing.
- Employment contract processing.
- LNI Claim Processing
- FMLA/other leave processing

### KEY COMPETENCIES

- Relationship Management.
- Technical Competency.
- Communication Proficiency.
- Ethical Conduct.
- Time Management.
- Problem Solving/Analysis.
- Results Driven.
- Flexibility.

### POSITION REQUIREMENTS

#### *Education*

- High school diploma or equivalent, with some college or technical school course work and minimum of three years of job-related experience, preferably in a human resource department; or any

equivalent combination of education and experience that provides the required knowledge, skills and abilities.

- Experience in a healthcare setting preferred.

#### *Experience and Qualifications*

- Highly organized
- Engaging persona with enhanced public speaking skills
- Uphold the mission, values, and principles of the organization
- Create and maintain a positive culture.

#### *Physical/Environmental*

- This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

This is a full time position. Compensation is dependent upon qualifications and experience.

We are an FQHC and are tasked with providing a quality health care experience for all members of the community.

We offer benefits including: 401(k) employer contributions; Life, Medical, Dental and Vision Insurance; HRA, FSA and DCAP; Short and Long-Term Disability Insurance; paid holidays and earned Paid Time Off.

**Submit Cover Letter and Resume to: [resumes@nohn-pa.org](mailto:resumes@nohn-pa.org)**