

JOB DESCRIPTION

POSITION TITLE: Coordinator - Human Resources

SUPERVISED BY: Supervisor - Human Resources

SUPERVISES: No One

PURPOSE OF POSITION: To assist the Human Resources team in carrying out various human resources programs and procedures for all Agency. Assist with the department's recruitment, hiring processes, and records management. Assist with other HR and Training tasks and projects.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree required. Human Resources or related field preferred.
- Experience in the Human Resources field and recruiting preferred.
- Highly proficient with MS Office products, including Word, Excel, Access and Outlook. Preferred proficiency with HRIS systems, ADP HR/ Perspective a plus.
- Excellent interpersonal and oral and written communication skills.
- Excellent organizational skills and initiative to improve processes.
- Ability to multi-task, handling many projects with competing priorities.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to research, analyze and interpret various types of data and/or information from multiple sources.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information in response to questions and requests.
- Commitment to the mission, values, and goals of the Agency.
- Regular and predictable attendance.

ESSENTIAL FUNCTIONS:

- Assist in development and implementation of the department's recruitment strategy.
- Create and place online employment advertisements as requested.
- Assist in process of managing and acknowledging receipt of all resumes and applications.
- Perform phone screen interviews with potential applicants.
- Schedule interviews with designated applicants.
- Conduct phone reference checks for selected candidates.
- Ensure follow up with all applicants not selected for a position. Manage tracking and filing system for applications of non-hired applicants.
- Represent the Agency at external recruiting activities and job fairs. Assist the team in finding new recruiting and marketing opportunities.
- Assist in the creation and updating of recruiting materials including brochures and recruitment board.
- Maintain records on recruiting activities as requested.
- Perform monthly personnel file audits, ensuring that outdated or missing documentation is received in a timely manner.
- Distribute physical exam reminders to Youth Program's employees and follow up in a timely manner to ensure receipt.
- Assist in managing and updating all new, current and former employee information in the HRIS system and personnel files.
- Create and post internal job postings. Post open positions on the Agency's website and in the Agency's internal newsletter
- Maintain and distribute weekly report of recruitment activity for open positions.
- Assist in compiling and analyzing staffing patterns and trends as requested.
- Manage and process all employee status change information.

- Conduct new employee orientations as necessary.
- Assist in the maintenance of the department's policy and procedure manual.
- Assist in the development, achievement and assessment of department CQI goals, objectives and processes.
- Assist in the daily administration of other HR or training services as directed or assigned.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- This job description in no way states or implies that these are the only duties to be performed by the jobholder. Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency.
- I have read and understand this job description.

This job description was accepted by:

Coordinator - Human Resources

Date

Mercy Home for Boys & Girls (The Mission of Our Lady of Mercy, Inc.) is a non-profit Illinois Corporation and an equal opportunity employer.