

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Human Resources Coordinator
Program:	Administration
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Coordinates all important Human Resource functions, such as hiring, recruiting and maintaining employee records
Educational Requirements:	Bachelor's degree in human resources/ personnel or other related field, such as business administration, management and social sciences
Experiential Requirements:	Three to five years of relevant occupational experience
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	6 months

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality; provide excellent customer service.

Self-directed.

Critical Thinker.

Able to be reliable, responsible, dependable and flexible.

Possess excellent verbal, written communication skills; computer experience, specifically in MS Office.

Must have the ability to travel.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must register for STARS pathway and STARS training certification.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to lift various items such as: reams of paper, mail bags/ boxes and office supplies.

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant HR matters, changes and concerns.

Work effectively within a diverse environment.

Program

Develop constructive and cooperative working relationships with others and maintain them over time; cultivate a positive work culture in the agency.

Coordinate the hiring process—including advertising/ posting, recruitment, screening, and record keeping.

Train new directors on hiring process.

Process criminal background checks and child protective services checks.

Provide employee orientation for provisional and regular employees, to include enrollment in benefits.

Create and maintain personnel records, logs, and reports.

Control and maintain records pertaining to personnel and safety issues.

Assure compliance with federal, state, and local laws and regulations as related to HR,

including up-to-date legal postings at all sites.

Assist in preparation of documentation for disciplinary actions.

Administer employee benefits, assuring an understanding of agency policy relating to those benefits.

Maintain forms and files relative to HR.

Assure compliance with safety policies.

Serve on policy committee to assist in establishing appropriate policies and procedures.

Provide relevant training for HR issues for directors/managers.

Update job knowledge by participating in conferences and educational opportunities, subscribing to and reading professional publications, maintaining personal networks and participating in professional organizations.

Any other duties as assigned by the Executive Director.

Signature

Date