

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

**DATE ESTABLISHED: 04/29/2021
DATE AMENDED:**

TITLE OF POSITION: Human Resources Generalist

POSITION NUMBER: 21-0

PROGRAM: Administration - Human Resources

SUMMARY: The successful applicant will be expected to help organize, coordinate and carry out special projects and shall assist with general administration regarding benefits, payroll, training and development, legal compliance, and other human resource issues. In addition, the individual will respond to staff inquiries, assist with the personnel profiling database, and with HR department daily operational functions. The individual in this position will also assist the Chief HR Officer with various duties and special projects as assigned.

MINIMUM REQUIREMENTS:

Education and Experience

High School Diploma or equivalent; minimum four (4) years administrative experience, preferably in Human Resources and in a behavioral health care or other health care environment; or an equivalent combination of education and experience which will provide the knowledge, skills and abilities necessary to perform the work required. A Bachelor's degree in Human Resources or a closely related field is preferred.

Working knowledge of PC Windows/Microsoft Office applications and familiarity with data base applications required. Knowledge of health care concepts, policies and procedures are necessary. An ability to apply knowledge of software applications in order to track, coordinate, analyze and report data is essential.

Competencies

Must have excellent oral and written communication skills. Also expected are excellent organizational skills with the ability to prioritize assignments, maintain accurate records and meet deadlines. An ability to use good judgment in making decisions, within the scope of authority, to handle sensitive issues with diplomacy and tact is necessary. The individual in this position is required to maintain privacy and confidentiality with patient and personnel information in accordance with privacy statutes, HIPAA and Life Management Center policies and procedures.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lmccares.org

SUPERVISED BY: Chief Human Resources Officer

POSITIONS SUPERVISED: None

WAGE AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Perform assignments in various human resource functions to include payroll and benefits administration. Provide general support to the Chief Human Resources Officer (CHRO).
2. Review and ensure the accuracy and completeness of human resource documents and electronic records including training, leave, salary records, employment verifications, and employee data forms as required.
3. Complete data entry tasks within data base applications for tracking and reporting, including but not limited to entering training, safety & risk management documentation, and personnel information.
4. Organize, maintain, and update employee Human Resource Information Systems (HRIS) and manual filing systems as needed.
5. In conjunction with CHRO and Program Directors, coordinate facility audits and relicensing, (i.e. submitting timely and complete applications, documentation, notifications, due dates, payments, and posting of actual licenses).
6. Manage document processing and accurate records for new employee documentation, onboarding, orientation, transfers, promotions, and separations.
7. Work with the CHRO and Center accounting to ensure timely payment of unemployment invoices when claims have been thoroughly resolved by LMC and as approved by the Florida Department of Revenue.
8. Assist CHRO with Workers' Compensation requests; coordinate post-accident alcohol/drug screening, ergonomic assessments, and initial evaluations of injuries and facilitate any necessary training and/or work order actions to ensure the continued safety of others. Coordinate submission of Workers' Compensation claims and work with the CHRO and the Center's Workers' Compensation insurance provider to coordinate follow-up appointments, light-duty work restrictions, and return-to-work strategies for employees.
9. Input, analyze, and summarize data and prepare reports using computerized and/or manual systems as requested.
10. Abide by all company HR policies and procedures, current employment laws and applicable regulations.
11. Assist CHRO with updating policies and job descriptions and on archiving previous versions.
12. Assist with expediting both credentialing processes and inquiries (eligibility, approval, licenses, etc.), along with other provider issues as needed.
13. Complete other related duties or special projects as requested by the CHRO.

NON-ESSENTIAL FUNCTIONS: List other functions that are typically shared with other employees that could, if necessary be performed by coworkers.

- Back up other HR positions as required.
- Assist with completion of other HR Department tasks as requested.
- Assist the CHRO with the Safety Program as requested.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

All Life Management Center employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by all Life Management Center policies and procedures.

PHYSICAL REQUIREMENTS:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain) Perform filing responsibilities	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

- Speaking: Yes No
Hearing: Yes No
Reading Comprehension: Yes No
Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.) Yes No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

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. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

Copy received by:

_____ **Date** _____