



Living Independence Network Corporation Job Description

Position Title: **Human Resources Administrator**
Service Area: Idaho – Boise, Caldwell, Twin Falls
Department: Administration
Supervised by: Executive Director
FLSA Status: Exempt
Pay Range: \$52,000- \$63,000 Annually
Hours: 40 hours

To apply for the position, please submit a cover letter and resume to hr@lincidaho.org

POSITION SUMMARY:

The purpose of this position is to plan, develop and administer a comprehensive human resource program for the organization.

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in Human Resources or related field, or equivalent work experience
- SHRM or HRCI Certification Preferred
- Preferred 2+ years' experience

QUALIFICATIONS:

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. Effective communication and interpersonal skills are needed. The requirements listed below are representative of the knowledge, skill, and/or ability required and are not exclusive to the items identified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must pass a criminal background check through the Department of Health and Welfare
- Must possess reliable transportation; personal vehicle will be used for office visits and mileage will be reimbursed at the Federal reimbursement rate
- Must be able to comply with drug free workplace policies.
- Working knowledge of computers including experience with MS Office and web-based systems

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operational

- Ensure compliance with Federal, State and Local Laws
- Effectively manage FLSA, FLMA and Reasonable Accommodation requests
- Effectively manage the new hire process with appropriate new hire paperwork to be in compliance with Federal, State and Local Laws
- Guide, train and advise company supervisors and managers in recognizing employee and employer rights and responsibilities and in establishing and maintaining positive employee relations
- Manages benefits enrollment and maintains benefits records
- Appropriately manages/monitors employee injuries and Worker's Compensation
- Oversee employee relations and conflict resolutions



- Counsels management in appropriate resolution of employee relations issues
- Manages and oversees performance management process.
- Partners with Senior Leadership in the development of Training and Development Programs.
- Manages recruiting and interviewing
- Reviews and advises with all terminations, grievances and complaints
- Conducts a continuing study of all Human Resources policies and keeps management informed of any new developments
- Respond to all requests for employment verification
- Process all incoming paperwork for all New hires
- Contributes to team effort by accomplishing related results as needed
- Demonstrates teamwork and effective communication to accomplish team and agency goals
- Timely completion of tasks and ability to be organized
- Participates in staff and other meetings as required or needed to stay current and up to date on company and other information

Positive Working Environment

- Respect and honor diversity (race, religion, marital status, age, sexual orientation, color, creed, national origin, and abilities.)
- Maintain respectful relationships which recognize employer's rights as a citizen and promotes their dignity, well-being, personal choice, and self-esteem
- Treat all co-workers with respect and in a manner that will promote teamwork, productivity, professionalism, while maintaining a high level of integrity, responsiveness and follow through
- Work collaboratively with others to accomplish goals and/or assigned tasks within identified timeframes
- Stay calm in challenging situations, maintains positive attitude, and serves as a role model for employers and Personal Assistants

Growth and Development

- Complete Basic Orientation and attend other in-service training as required
- Set and achieve development goals as identified through ongoing performance coaching
- Complete a Gallup Strengths Assessment
- Maintain any required licensing and certifications

Safety and Health

- Maintain a safe working environment, follow safe work practices, and contribute to overall team safety as defined by organization policy and procedures, to include protecting individuals from physical, verbal, or mental abuse, notifying appropriate staff of safety hazards, knowledge of emergency evacuation procedures, being familiar with emergency first aid procedures and assisting as necessary.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

PHYSICAL, SENSORY & ENVIRONMENTAL:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Quiet to moderate noise level in work environment.
- Required to talk, hear and have specific vision abilities, such as close vision, distance vision, and ability to adjust focus.
- Must be able to lift or transfer a minimum of 50 pounds



- Refrain from utilizing multiple chemical sensitivity items, such as perfume, hand lotion, etc.; LINC is a scent free environment
- Frequently required to sit, stand, walk, reach with arms and hands, climb/balance, stoop, kneel or crouch.

ACKNOWLEDGEMENT:

I hereby acknowledge that I have read and understand the above job description for my position. I further acknowledge that I am medically and emotionally capable of performing assigned tasks, with, if necessary, reasonable accommodation. I also understand that LINC reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. The employment relationship remains “At Will.”

LINC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, religion, marital status, age, sexual orientation, color, creed, national origin, and abilities. In addition to federal law requirements, LINC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

LINC is a nonprofit organization that offers employees opportunities for growth and development; including but not limited to a strengths-based environment, competitive salaries, family friendly work environment, as well as a comprehensive benefits package to include: Medical, dental, vision, 401K employer contribution, generous vacation and sick leave accruals, as well as paid holidays.

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