

Job Posting

POSITION

Human Resources Business Partner (Homecare)

REPORTS TO

Assistant Director of Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resources Business Partner (Homecare) is the primary human resources contact for RiseBoro's Homecare Division. Specifically, the position supports all Homecare talent and performance management priorities. Proficiency in the following disciplines are needed for this position to have maximum impact: Recruitment, Onboarding/ Off-boarding, Employee relations, Performance Management, Talent Development, HRIS and Benefits.

Specific position responsibilities include:

RECRUITMENT/ ONBOARDING

- Lead and manage recruitment and talent acquisition efforts for the Homecare Division.
- Prepare and post advertisements for positions as necessary and attend job fairs as needed.
- Complete pre-hire and post-offer applicant processing by ensuring background checks, license verification and offer letters are completed/prepared.
- Track all recruitment activity, including the use of temporary workers, and leaves of absence by updating spreadsheets and entering in the applicant tracking system.
- Coordinate and support onboarding and efforts to help new hires successfully acclimate and integrate into the Homecare division and RiseBoro organization.

EMPLOYEE RELATIONS/ PERFORMANCE MANAGEMENT

- Review, edit and finalize all Corrective Discipline Reports in conjunction with program and VP or designee.
- Coordinate and oversee all aspects of employee discipline including the grievance processes.
- Process and track Worker's Compensation, FMLA, PFL, Medical and Personal leaves of absences by communicating with employees, completing required forms and reviewing, evaluating and approving any requests for leaves on a timely basis.
- Communicate with workers' compensation coordinator to resolve all inquiries from employees regarding Worker's Compensations.
- Communicate with brokers to resolved Short Term Disability claims related inquiries.

- Complete research relating to HR best practices on FMLA/STD/Worker's Compensation as needed.
- Facilitate and support off-boarding initiative with separating employees
- Respond to inquiries regarding policies, procedures and programs.
- Lead efforts to implement and manage performance management efforts in Homecare.
- Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions and ensure policies and procedures, and reporting are in compliance with regulatory agencies; perform related research as requested.

HCM/ HRIS

- Perform as Point-Of-Contact for HCM system update, implementation projects, etc.
- Create and generate reports from HRIS as necessary; assist with audit requests as necessary.
- Collaborate with Homecare Compliance team; periodically audits the database to ensure accuracy.
- Collaborate with HRBP team; provide HR back up for other divisions as needed.
- Perform other designated duties and complete special projects as requested.

COMPETENCIES

- Minimum of three (3) years direct experience as a HR Business Partner or HR Generalist supporting a mid-sized organization (500- 1000 employees) in a high compliance environment required.
- Computer Literacy; proficiency in Microsoft Office,
- Experience with various HCM platforms, ATS systems, etc.
- Project management experience a plus.
- Strong organizational skills; able to successfully work remotely.
- Strong team skills; high emotional intelligence.
- Strong oral and written communication skills.
- Ability to deal professionally with confidential information.
- Bilingual (Spanish) a plus.

EDUCATION EXPERIENCE

Bachelor's Degree in Human Resources or related field

SHRM Certified Professional (SHRM-CP) credential preferred

NO AGENICES/ NO PHONE CALLS

SEND COVER LETTERS AND RESUMES BY SEPTEMBER 3, 2019 TO: Humanresources@riseboro.org