

## Human Resources and Training Coordinator

### Jackson Campus

**General Job Summary:** The Human Resources and Training Coordinator is responsible for carrying out numerous tasks related to the administration of the Human Resources Department. He/she is a coordinator for important functions such as onboarding, training, maintaining employee records, etc. The HR and Training Coordinator reports to the Director of Human Resources.

#### **Essential Functions:**

- Maintains all physical personnel files. All files should be checked and maintained in accordance with agency standards.
- Responsible for Training system (Relias), creating and assigning curriculums for all staff.
- Completes full Onboarding process for all new hires including pre-employment checks, system set-up (Email, training, etc), gathering documents for files, and other necessary tasks related to new hires. HR and Training Coordinator makes ID badges for all new employees
- Assures that all necessary forms and database information required for the employment process be up-to-date, relevant, and accurate. Maintains any calendar or other alerts including, but not limited to, license and insurance expiration, continuing education training requirements, onboarding documentation, or otherwise.
- Conducts and organizes new employee orientation and prepares all training materials and packets. As well as maintains these materials in order that they may be readily available to disperse.
- Prepares termination forms, including separation notices and exit interviews.
- Adheres to company policies and procedures at all times.
- Other duties as assigned by the Director of Human Resources.

#### **Qualifications:**

##### **Knowledge & Experience**

- Must be twenty-one (21) years of age
- Bachelor's Degree from an accredited university or college and one (1) year experience working in Human Resources; or Associates Degree from an accredited university and three (3) years work in Human Resources.
- Preferred at least one year of training experience.

##### **Skills/Working Conditions:**

- Must maintain valid Driver's License and an acceptable driving record
- Must be insurable by Methodist Children's Homes insurance carrier
- Must be able to work flexible schedule and shifts including overnights, weekends, holidays and extended periods of time.
- Must successfully complete all phases of pre-service and on-going training.
- Must be able to work in a fast paced, high pressure, high stress environment.

##### **Physical Requirements**

- Must provide a negative drug screen result prior to employment.
- Must pass a pre-employment physical and TB test and on-going physical assessments as required
- Have the ability to demonstrate organizational, management, and leadership skills.
- Have the ability to generate multiple solutions to meet the changing needs of clients, staff, and communities

- Have the ability to communicate professionally, in both verbal and written formats, with consumers, including, but not limited to parents, supervisees, colleagues, and community service providers.
- Have the ability to participate in recreational activities with clients, including, but not limited to arts, athletics, and outdoor activities.
- Regular attendance at primary worksite and agency related events.
- Have the ability to work overtime.

**I HAVE READ AND UNDERSTAND MY JOB DESCRIPTION**

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Employee Signature

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Date