



Job Title: Human Resources Specialist - Bilingual Strongly Preferred **Job Group:** VI

Location: Administration - 255 Delaware Avenue, Buffalo

Supervisor: Director of Human Resources

FLSA Status: Non-Exempt

SUMMARY:

The HR Specialist performs confidential administrative tasks associated with the human resource management of the agency; answers employment related inquiries from staff, assists with recruitment & orientation of new employees, assists with managing benefits, disability & workman's compensation. Maintains HR files in accordance with all mandating guidelines. Also works with corporate compliance team to develop, track, & monitor quality indicators, staff in-services, mandatory & elective trainings & quality improvement information.

RESPONSIBILITIES:

- Collects, examines, collates, and files personnel information to ensure that all agency personnel files are current and updated, as required by law.
- Assists the HR Director in confidential tasks associated with Human Resource management of the Agency.
- Assists HR Director in all pre-hire paperwork, including but not limited to, fingerprints and central registry according to OMH and OASAS requirements.
- Enters, updates, and verifies audit data as directed.
- Using state and national web sites, monitors license and other sanctions monthly.
- Develops and maintains mechanisms to track agency wide audit information, such as excel spread sheets.
- Acts as a member of all Staff Committees: Staff Appreciation, Cultural Competency and Wellness & Safety
- Facilitates scheduling of all agency trainings, open enrollments, and new employee orientation including but not limited to, securing venues, notifying participants, and ensuring required A/V support are available.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of the operation and use of personal computer, including Excel and Word. Ability to organize and maintain auditing materials. Attention to detail. Ability to take initiative, make appropriate decisions and solve problems with a minimum of supervision. Ability to maintain confidence of sensitive Employee Information. Ability to self-start and self-direct. Ability to understand and follow routine verbal and written instructions. Ability to communicate effectively with a variety of professionals. Ability to establish and maintain good working relationships with multidisciplinary team.

QUALIFICATIONS:

High school diploma or equivalency including or supplemented by courses in typing and computer operations plus two (2) years full time paid experience performing a combination Human Resources, payroll and medical billing/secretarial job duties OR graduation from a two year business school or community college with courses in computer science or business and 1 year experience.

To apply, please use the following link:

Human Resources: <https://home.eease.adp.com/recruit/?id=14487051>

If link does not connect, please copy and paste address in your web browser

For more information please visit www.lake-shore.org