

Posting for: Human Resource Specialist  
Agency: The Epilepsy Center of NWO  
Contact: [hr@epilepsycenter.org](mailto:hr@epilepsycenter.org)



Are you someone that loves interacting and working with people? Our agency may be right for you! We are looking for a friendly and people-driven HR Specialist who will help recruit and support the staff that provide services to people with developmental disabilities.

## Summary

The Human Resources Specialist is responsible for maintaining employment systems and processes, while promoting a diverse and satisfactory work environment for employees at all sites. The HR specialist will promote the mission, vision and core values of the agency.

## Essential Duties and Responsibilities

- Has an active role in implementing the recruiting and onboarding process, to ensure a smooth hiring process for new hires. Schedules and conducts orientation programs.
- Retains employee files utilizing electronic filing system, ensuring compliance with regulations and completing on-going file reviews.
- Gathers all necessary information for payroll processing.
- Strengthens employee relations by actively listening and appropriately responding to employee concerns in a timely manner.
- Has a welcoming and open approach when interacting with employees, clients, outside agencies and members of the community.
- Supports supervisors in advising and coaching employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits; directing the processing of benefit claims; conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, including rules associated with providing services to those with developmental disabilities, conducting investigations, maintaining records, and representing the organization at hearings.
- Maintains working knowledge of FMLA, workman's compensation, and unemployment benefits.
- Consistently communicates, interprets and implements agency HR policies and procedures.
- Demonstrates initiative and critical thinking skills in a high volume, fast paced, dynamic team environment.
- Attends and assists with agency related events.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Performs other duties as assigned.

## **Qualifications**

The HR Specialist will demonstrate knowledge in maintaining human resource systems and processes; including, recruiting, orientation, benefit administration and employee relations. Must have strong written and verbal communication skills and be proficient in the use of technology.

## **Competencies**

- Recruitment and Onboarding
- Communication
- Critical Evaluation
- Relationship Management
- Supporting Diversity

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands**

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

## **Required Education and Experience**

- A Bachelor's degree in human resources, business or closely related field.
- 2+ years in a human resource role
- Knowledge of employment law, benefits and 401k administration

## **Preferred Education and Experience**

- Experience working with direct support professionals and those with developmental disabilities
- SHRM Certified Professional (SHRM-CP) or HRCI Professional in Human Resources (PHR) preferred
- Recruiting and onboarding experience

## **Pre-Employment Requirements**

- Satisfactory completion of BCI/FBI and necessary criminal checks.
- Valid Drivers License with clean driving record

## **Salary Range**

\$45,000-\$55,000 per year