

Human Resources Coordinator



Position Description

Status

Full-Time, Nonexempt

Compensation

B23

Bargaining Unit

N/A

Reports to

Human Resources Manager

Supervises

N/A

Position Category

Specialist

Summary

This position, plans, implements and evaluates the organization's comprehensive worksite wellness program; collects, analyzes, interprets and reports organizational health and wellness data. Acts as liaison between Director of Human Resources and Wellness Team. Handles claims and provides case management for FMLA, Short Term Disability and Workers Compensation; manages the Allegan County Fitness Center.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinates with Wellness provider the organization's worksite wellness program for employees and spouses, including planning, promoting, evaluating and reporting.
2. Handles claims and provides employee communications for Worker's Compensation, family and medical leaves of absence/Family and Medical Leave Act, and short-term disability.
3. Communicates and follows up with vendors and employees when services issues arise.
4. Prepares and presents project proposals, Wellness data and other information pertaining to the Wellness Program to the Board of Commissioners. Compiles information as requested including compilation of statistical and historical data.
5. Provides leadership to the Wellness Team as the Wellness Team Lead.
6. Manages the Allegan County Fitness Center and Fitness Center membership process.
7. Performs other administrative functions & projects as assigned. Acts as backup for other Human Resources staff, as needed.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

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

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations to perform necessary job duties.

Required Education and Experience

1. Bachelor's Degree in Corporate Wellness, Public Health, Exercise Science, or related field.
2. Three (3) years' experience with Worksite/employee wellness in an organization or clinical setting.
3. Valid Michigan Driver's license.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____