**West Cecil Health Center, Inc. & Qualified Subsidiaries**

**Job Description**

**Title:** HR and Board Liaison **Job #:**

**Department:** Administration **Reports to:** HR Manager and CEO

**FLSA Status:** Exempt

**POSITION SUMMARY**

The HR and Executive Assistant is responsible for supporting and coordinating the administration of human resources activities and for supporting the activities of the board of directors and the senior leadership team.

**Essential Duties and Responsibilities**

Human Resources Support

* Coordinates the human resources transactions, such as recruitment and employee actions to ensure optimum efficiency and compliance with appropriate policies, procedures, laws, and specifications. Adheres, proposes, and ensures compliance with relevant federal and state laws and regulations, WCHC policies, and procedures.
* Meets, confers with, and advises staff to provide human resources advice, answers to questions, provides policy interpretation and recommendations to resolving issues.
* Responsible for routine human resources activities such as: payroll, benefits, employee incentives, retention, turnover, recruitment, safety, FMLA and worker’s compensation.
* Coordinate and process HR-related forms such as new hire paperwork, drug and pre-employment background screening and status changes. Participate in on-boarding activities for new employees and collaborate with hiring managers as necessary for other recruitment activities.
* Prepares department reports including progress, status, or other special reports for management.
* Develops and improves methods and processes for efficiency and effectiveness of human resources activity in order to streamline and remove redundancy. Initiates technological processes to expedite actions. Analyzes the change’s results and makes recommendations for ongoing improvements.
* Reviews human resources transactions to determine acceptance and formulates decisions pertaining to resolution of related issues. Escalates transactions and issues as necessary.
* Writes communications for distribution such as newsletters, brochures or flyers and coordinates processes from development through printing and distribution.
* Serves as a resource for and maintains content within the organization’s HR systems.
* Creates and updates content for distribution within the HR system and/or social media.
* Facilitates human resources related workshops, training, meetings or conferences; coordinate logistics, scheduling and participant communications.

Executive Support

* Provide general administrative support to the CEO and senior leadership team.
* Provide general administrative support to the Board of Directors including maintaining the Board calendar and schedule. Assist with coordinating travel, and conference registrations. Support special projects or events.
* Coordinate all details related to board and staff meetings and events including preparing materials, purchasing supplies, and coordinating guests. Will attend all in-person and/or virtual Board meetings to provide administrative support and record minutes.
* Act as custodian of critical board documents and make them available to members of the board, leadership team or auditors upon request.
* Record and maintain formal minutes and documentation for all Board, committee and staff meetings.

Position Requirements

* High School Diploma or equivalent is required, Bachelor's degree preferred.
* Superior communication skills, including strong organizational and interpersonal skills.
* Excellent writing and editing skills.
* Computer proficiency, including experience with MS Office Suite, G Suite, and Adobe Acrobat.
* Ability to handle multiple tasks and maintain an attention to detail.
* Strong sense of initiative and ability to work independently.
* Must exercise good discretion and judgment and be able to be trusted with confidential information.
* Schedule flexibility, including an ability to adjust to changing circumstances in real-time.
* Demonstrated ability to work with people of diverse races, ethnicities, ages, gender identities, and sexual orientations in a multicultural environment.
* A strong commitment to the mission of West Cecil Health Center

Physical/Environmental

* Normal accessibility and mobility throughout the practices required
* Ability to lift and carry items weighing up to 25 pounds unassisted

Other Duties

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

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

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WCHC is an Equal Opportunity Employer