

Position Description:

Renaissance Behavioral Health Systems, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Human Resource Coordinator** to join our organization in the Jacksonville Area. This is an entry level position and is an ideal opportunity for someone new to the field of Human Resources.

Employees work together and support one another in a friendly, team-oriented atmosphere that supports professional growth. We offer an ideal workplace for individuals dedicated to providing services that reflect our core values of compassion, integrity, and excellence. Candidates for the Human Resource Coordinator position will require excellent customer service, communication, and organizational skills.

Duties of the Human Resource Coordinator position include, but are not limited to:

Training:

- Scheduling staff training, including but not limited to new hire trainings, CPR, CEU courses and special trainings
- Prepares documents for trainings and creates related correspondence
- Monitors staff compliance through tracking, running and reviewing reports, employee file audits, and consistent communication
- Tracks certifications and licenses for expirations dates
- Completes necessary follow up with managers and employees
- Issues training certificates, sends out certificates, and enters information in the HRMS database
- Tracks requests and notifications for external training

Background Screening:

- Oversees the initial background screening process by meeting with applicants for screening paperwork, ensuring payments are made, and tracking completion of the process
- Ensures all levels of screening are completed and applicants are cleared to begin work
- Manages and tracks all re-screening for current employees in compliance with contractual and licensing requirements
- Completes all entry into AHCA, Medicaid, and HR database

Departmental Support:

- Answers telephone calls
- Helps to handle applicant flow
- Maintains employee records
- Audits employee records
- Completes the new hire process with employees

- Advises employees on policies, procedures and benefits
- General office duties include creating correspondence, scanning, copying, and filing

Position Requirements:

In order to be considered, candidates must have a Bachelor's degree in Business, Human Resources, or a related field.

One year of experience working in an office setting is required. Experience in human resources or healthcare preferred.

Proficiency in Microsoft Office, Outlook, and use of the Internet.

Must be able to create spreadsheets, track information and generate reports.

Position Details:

This position is a Full Time Days office based position: Monday through Friday, 8:00am to 5:00pm.

This full time position offers a comprehensive benefits package.