



Human Resources Coordinator * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Human Resources Coordinator in Callicoon, NY. The Human Resource Coordinator is responsible for providing administrative and technical support to the Center's Human Resources function. Ensures strict confidentiality of sensitive information.

Responsibilities include:

- Follows all integrity guidelines and procedures and ensures no manipulation of student data.
- Receives and maintains files of staff employment applications and resumes.
- Conducts reference checks on final applicants.
- Pre-screens applicants for employment and administers required pre-employment tests.
- Processes new hire paperwork establishes and maintains employee files. Ensures that employee files are current and accurate, both in the individual personnel file and in HRIS.
- Assists employees with the completion of benefit enrollment forms.
- Assists with conducting orientation meetings for new staff.
- Collects and maintains data on personnel for HRIS and reporting purposes.
- Types reports, memoranda, correspondence, performance appraisals and other text as required.
- Proofreads copy and corrects grammar, punctuation, spelling and numerical errors.
- Reconciles monthly drug screen billing.
- Posts all vacancies with internal and external sources.
- Researches and identifies training materials, programs, instruction and presenters.
- Coordinates and arranges training facilities and activities.
- Assists with employee recognition and certificates.
- Monitors staff mentoring program.
- May provide Student Sexual Harassment Identification and Prevention Training to new student inputs on a weekly basis.
- Produces quality work/assignments in a thorough, timely and accurate manner.
- Plans, prioritizes and organizes assignments to meet established goals and deadlines.
- Understands and applies job knowledge to effectively complete all required job responsibilities.

Proactively maintains the skills required to perform job duties.

Mentors, monitors and models the Career Success Standards as required by the PRH.

Provides high-quality supervision and management for the student population and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior.

Provides timely operational support for Center operations to ensure quality programs and services. Pursues improvement in Center operations to fulfill program objectives.

Communicates, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge.

Effectively articulates thoughts and ideas. Identifies problems, analyzes causes and evaluates appropriate solutions prior to taking or recommending actions. Follows up to ensure prompt/appropriate action is taken and that problems are in fact corrected.

Works in partnership with staff from all Depts to ensure effective supervision and services are provided to students.

Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager

Other duties as assigned.

Requirements:

High School Diploma/GED, Associates degree or Human Resources Professional Certification preferred.

Valid NY State Driver's License

Reference Check

One-year human resources experience preferred.

Computer literacy and proficiency in the Microsoft Office Suite of applications required.

Skills Required to perform the job:

Organizational Skills

Administrative Skills

Advanced Computer Skills

Confidentiality

Shift, Salary, and Benefits: This is a full-time position, First Shift, Monday - Friday, \$21.22 hourly.

Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement.

To apply: contact Hope Godchaux by emailing godchaux.hope@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.