

## St. Patrick Center

### Human Resources Coordinator

At St. Patrick Center, we're one of Missouri's largest providers of housing, employment and health opportunities for people who are homeless or at risk of becoming homeless. We take an action-based approach to service and offer nationally recognized programs that assist more than 5,700 people each year. Our mission, at its core, is to help individuals and families move from homelessness to independence in dignified, cost-effective and permanent ways. This approach transforms our clients as well as our entire community.

#### **Summary of Position:**

The Human Resources Coordinator (full-time) provides administrative and human resources support to the Director of Human Resources. He or she prepares and maintains all necessary documentation for the human resources files. The coordinator works with professional resources to ensure agency compliance with federal and state labor laws. The position is also a resource to staff on all benefits including health, time off and leave policies.

#### RESPONSIBILITIES:

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

- Administrative duties as assigned by Director of Human Resources
- Participate in SPC, Catholic Charities, and Archdiocese HR Committee Meetings
- Ensures that workplace employment boards are in federal, state and local compliance
- HR Talent Acquisition and onboarding
- Maintains E-Verify database and ensures compliance with all applicable laws
- Complete, file and track all employee documentation and maintain all personnel files
- Order business cards for all staff members
- Conduct staff interviews and telephone screenings as needed
- Keep current all job descriptions
- Maintain tuition reimbursement files and payments
- Post current agency vacancies and manages applicant tracking database
- Keep staff member database current and ensure adequate recordkeeping
- Unemployment claim administration
- Researches and keep current on labor laws, Workers' Compensation, FMLA and ADA
- Reviews with employees their benefits and responsibilities regarding leave, Continuation of Coverage, retirement, long-term disability etc.
- Assists Director of Human Resources with internal investigations, complaints and audits
- Assists Director of Human Resources with completion of Strategic Business Plan efforts
- Attends career fairs, seminars/trainings relating to social services and human resources
- Prepares New Hire paperwork for internal and external Payroll Departments
- Responsible for coordinating the following: SPC Agency Fair, Safety and Anti-Harassment Training

- Serves as Child Safety Coordinator for Protecting God’s Children and ensures compliance with Safe Environment Program
- Coordinator of the Annual United Way and Annual Catholic Appeal campaigns
- Serves as Notary Public for Human Resources Dept.
- Other duties as assigned

**DIRECT REPORTS:**

- None

**KNOWLEDGE AND EXPERIENCE:**

- Bachelor’s degree in human resources or related field from an accredited college or university is required
- One (1) to three (3) years of work experience in human resources with an emphasis in recruitment
- Applicant tracking experience is preferred
- In-depth understanding of recruitment sourcing tools, including social media recruiting is a plus

**SKILLS AND ABILITIES:**

- Must be able to interact with all levels of staff
- Outstanding communication and interpersonal skills
- Efficient in Microsoft Office, Excel, PowerPoint, Outlook, HRIS and Internet Explorer
- Exceptional research skills

Please apply online at <https://stpatrickcenter.ninjagig.com/jobs/human-resources-coordinator/> or send resume to [rirvin@stpatrickcenter.org](mailto:rirvin@stpatrickcenter.org).

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