



Job Title: Human Resource Leave Coordinator

Location: HallKeen Assisted Living (Home Office) Norwood, MA 02062

Hours: Full-time

Job Summary:

The Human Resource Leave Coordinator will assist the Director of HR in the development, implementation, coordination of the Leave of Absence administration as well as the Workers Compensation reporting and OSHA reporting for the company subject to guidelines and regulations. The position is responsible to assist in benefit administration as it relates to Employees on leave in compliance with applicable local, state, and federal regulations in covering employment.

Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Process and manage leave requests through Third Party Administrator, including FMLA, military leave, State Paid Leave, and other company-specific leave policies.
- Determine leave eligibility, certification requirements, and ensure compliance with applicable laws and regulations.
- Track and monitor leave balances and ensure accurate timekeeping for payroll purposes.
- Communicate leave policies and procedures to employees and managers.
- Respond to employee and manager inquiries regarding leave policies and procedures.
- Assist employees with completing necessary paperwork and documentation for leave requests.
- Maintain open communication with employees on leave to facilitate smooth and timely return to work.
- Advise managers and employees on the interaction of leave laws with other benefits programs, such as paid time off, workers' compensation, and disability benefits.
- Coordinates Human Resource policies and programs covering employment, leave of absences, safety and health, benefits, and employee services.
- Maintains a working knowledge of policies and legislation that relates to OSHA reporting.
- Report all Workers' Compensation claims, maintain OSHA compliance, assist with annual Workers' Compensation audit schedules.
- Participate in Workers Compensation claim review.
- Understand and follow all Federal and State laws; FSLA, ADA, FMLA, OSHA, etc.
- Provide site managers with Safety Program material and coordinate with Senior Managers on Safety Program development.
- Performs other HR duties as assigned.

Minimum Qualifications:

- Knowledge of principles and practices of personnel administration; knowledge of personnel laws and procedures; knowledge of risk management, effective communication and organizational skills; ability to work independently and under pressure; deals with confidential and sensitive issues; and the ability to relate well to others. Problem-solving ability is important.
- Bachelor's degree in Human Resources, Communications, Business Management, Business Administration or a related field
- Minimum 3 years of progressive HR experience
- Passion for solving problems and digging into the details, as required
- Adaptable, clear and analytical thinker with the ability to work well under pressure
- Ability to collaborate effectively across all business units
- Ability to thrive in a dynamic and ambiguous work environment
- Experience leading significant organizational change, including hands-on implementation
- Strong communicator: verbal and written
- Experience in conflict resolution

Required Behavior:

- Demonstrates responsibility for, and handles accurately, the details associated with one's work.
- Organizes office resources in standardized manner to ensure compliance with federal/state regulations and to ensure timely location of files as needed to assist in making business decisions.
- Modifies style and approach in order to achieve a specific objective.
- Ability to define realistic, specific goals and objectives. Able to define tasks and deliverables necessary to meet goals. Can assign resources and set priorities to meet goals.
- Builds processes and policies in a way designed to drive efficiency and continuous improvement.
- Commitment to continuous improvement of business practices and to assuring that completed work adheres to high standards of accuracy and excellence.
- Identifies, obtains and effectively allocates the resources required to achieve applicable goals.
- Demonstrated ability to maintain confidentiality.

Physical Demands:

- Physically able to move at least 20 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

To apply or refer a qualified applicant please send completed application and/or resume to Andrea Lopera at ALopera@HallKeen.com