



Human Resources Specialist

Part-time Position

JOB DESCRIPTION

As a Part Time Human Resources Specialist at Sovereign Care Home Care, you know how invaluable our employees are to us. That's because they're the ones that get the job done. They facilitate the highest quality care out there. As an integral part of our Human Resources team, you'll help guarantee hire and retain the best and brightest people possible so we can remain a pioneer of our industry. Here at Sovereign Care Home Care, we pride ourselves on our dedicated, compassionate and professional staff. As a Human Resources Consultant 2, you'll keep our standards high and ensure we are always putting our best foot forward. The right candidate will be passionate about finding and keeping the best people in the industry to build our staff and offer the quality patient-centric care we promise.

GENERAL PURPOSE

Provides information and guidance to field-based leadership in assigned areas of Human Resources.

RESPONSIBILITIES

- Support leadership on-boarding and provide initial training including an introduction to the resources available through HR online and an overview of HR Center of Excellence services and contacts
- Advise managers on the interpretation and/or application of company policies and procedures and standard practices in accordance with applicable federal and state statutory requirements
- Share expertise and provide leadership with coaching related to employee relations decisions including high risk disciplinary actions
- Partner with the Labor Relations team to provide guidance to managers on the interpretation and compliance with the union contracts as applicable
- Manage assigned regulatory inquiries and activities (EEOC, OFCCP, Wage and Hour) such as investigations and the completion and submission of required documentation including EEOC position statements
- Assist with management with conducting investigations and provide sound advice regarding disciplinary action as needed. Advise compliance regarding the outcome and resolution as appropriate and engage outside counsel as deemed necessary



- Provide training and support around new HR policies and procedures or programs
 - Analyze HR metrics and demands of HR support to identify trends and make recommendations for training and development to achieve the best outcome. Partner with Training and Development to deliver and facilitate learning for field-based leadership
 - Demonstrate the application of best practices relative to business needs and recommend policy or process updates where needed
 - Provide regular communication and reporting to leadership around the consumption of HR support, training and development needs, retention and application of trainings delivered etc
 - Serve as the expert in partnership with the legal department related to the introduction and communication of new employment laws and regulations in the states where service is rendered
- CODE OF CONDUCT** Must adhere to the Company's Code of Conduct and Business Ethics policy including documentation and reporting responsibilities

REQUIREMENTS / QUALIFICATIONS

- Business Administration or Human Resources preferred
- Minimum three (3) years' experience in a professional level Human Resources role
- PHR/SPHR is a plus • May travel up to 20% of the time
- Must be capable of maintaining regular attendance

KNOWLEDGE, SKILLS, ABILITIES & BEHAVIORS

- Strong listening and oral/written communication skills • Ability to manage competing priorities successfully
- Working knowledge of Microsoft Word, Excel, Outlook and Internet navigation
- Must be able to maintain confidentiality regarding patient, employee and company proprietary information
- Must have the ability to relate professionally and positively and work cooperatively with patients, families, and other employees at all levels
- Must be willing to travel between all three offices in the Indianapolis Metro Area

PHYSICAL AND SENSORY REQUIREMENTS



Mobility, reaching, bending, lifting (minimum of 10 pounds), fine hand coordination, ability to read and write, the ability to understand and follow written and oral instructions and directions, ability to travel, and ability to remain calm under pressure

BENEFITS:

- Comprehensive Paid Training
- Family Oriented Work Environment
- Holiday, Bereavement, and Jury Duty

COMPANY PROFILE: At Sovereign Care Home Care, we share our passion for improving quality of life through innovative healthcare, one person, one family and one community at a time. Sovereign Care Home Care is held to the highest clinical standards and is staffed by caring, experienced professionals. We strive to hire and retain personnel of ability, character, and dedication by providing good working conditions, training and leadership, and personal growth opportunities.

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. This position is currently accepting applications