

# JOB POSTING

The Florida United Methodist Children's Home  
Is currently seeking applicants for the following position

## Human Resources Specialist-Training

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

### SUMMARY

The Human Resources Specialist - Training provides administrative and clerical support to the Human Resources Department focusing on the Training & Development function while supporting the Training and Employee Relations functions. The incumbent is responsible for updating and maintaining all training documents into MyLearningPointe System (MLP) ensuring proper record-keeping by required DCF, COA and EAGLE agencies for accreditation and compliance purposes. The incumbent should be accustomed to working with a high volume of training information in a fast-paced, deadline-oriented environment. This position also involves the careful monitoring and tracking of all documentation and paperwork that must be in evidence in an employee's personnel file to meet State licensing requirements and accreditation standards.

### EDUCATION AND/OR EXPERIENCE

- Associate degree in Business Administration, Human Resources or related fields of study; a Bachelor degree, preferable
- Minimum three (3) years' experience with general office responsibilities and procedures providing clerical and administrative support, preferably in a Human Resources Department including one (1) year of experience in the Training and Development function, preferable; or any combination of training, education and experience which would provide the required knowledge, skills and abilities.

### QUALIFICATIONS

- Proficiency in Microsoft Office, including Outlook, Word, Excel, VISIO, PowerPoint
- ADP HR Database or other HRIS knowledge, preferable
- Functional working knowledge of human resources procedures, paperwork and employee record systems
- Functional knowledge of general office and clerical procedures
- Ability to exhibit a high level of confidentiality and discretion
- Functional analytical and critical thinking skills
- Excellent proven communication skills both orally and in writing
- Attention to detail
- Strong interpersonal, social and organizational skills
- Ability to follow up and follow through on assigned projects and deadlines
- Have sensitivity to the service population's cultural and socioeconomic characteristics
- Strong team player working with others by establishing and maintaining effective, positive and cooperative working relationships
- High level of integrity and ability to recognize and correct mistakes and maintain continuous improvements
- Adept at prioritizing, multi-tasking, and problem-solving in a deadline-oriented environment
- Flexible and adaptable to frequent change

### PRIMARY DUTIES AND RESPONSIBILITIES

- In conjunction with the HR Employment Specialist schedule and conduct the New Employment Orientations (NEO) for new hires and coordinate NEO process with department leaders to include their participation
- Assist the Director of Human Resources and the HR Assistant Director with all administrative and clerical duties relevant to training compliance and the employee relations function, among others

If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources

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- Performs data entry duties in My Learning Pointe (MLP) as required; and serves as back-up to the MLP Administrator by learning the basic functions including uploading courses, enrolling participants and running reports
- Compile, organize and maintain records related to training participant data and input training logs on a timely manner into the MLP System ensuring compliance with the filing system
- Runs reports in MLP and Excel databases as required
- Sends Supervisors monthly training updates and reminders of staff training hours due
- Tracks the training budget and ensures payment of invoices to ensure delivery within agreed budget limits
- Coordinate the Employee General Team Meetings (GTM). This includes contacting department leaders to identify if they have any training or announcements to make, use this information to generate the meeting's agenda, and communicate with IT and the Marketing Officer for the meeting's presentation set-up
- Records and inputs results of performance evaluations and training into FUMCH HRIS systems
- Creates spreadsheets for analyses, tracks information and generates reports, as required
- Collects and maintains inventory of office equipment and supplies
- Performs general clerical duties to include, but not limited to, record keeping, copying, faxing, mailing and filing, composing correspondence, scheduling meetings, among others
- Coordinate meetings, seminars and conference calls and records minutes, as needed
- Assist in maintaining the employee HR Handbook and the Policies & Procedures Manual on FUMCH Intranet
- Manage/maintain employee records including all training records, employee performance files, commendation and disciplinary documentation, among others, ensuring compliance with applicable legal requirements
- Ensure accurate employee information is entered into the HR database system
- Manage the longevity tracking list and coordinates the monthly bonuses for the GTM
- Maintain strict confidentiality of all personnel matters
- Ensures all personnel record documentation under responsibility is up-to-date, accurate and in compliance with licensing, contractual and accreditation requirements
- In conjunction with the HR Employment Specialist, orders supplies for the HR Department
- Maintains campus pet (dog) records are current with required immunizations, etc.
- Provides customer service to organization employees
- Tracks and sends supervisor follow-up emails regarding their staff performance evaluations and/or performance improvement plans (PIP)
- Participates in planning and implementing various employee relations, employee satisfaction and social activities/initiatives.
- In conjunction with the HR Employment Specialist, maintains the HR Archives Records Room
- Assumes other duties and/or special projects as assigned

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

**To apply:** e-mail resume to [jobs@fumch.org](mailto:jobs@fumch.org), or Fax to (386) 668-3363, Attn: Human Resources.

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