**HR Coordinator**

The Human Resources Coordinator is responsible for the successful recruitment and retention of our front-line workers. Primary duties will include the management, quality assurance and the training of these individuals, so that the highest level of care continues to be provided to clients.

**HR Coordinator Responsibilities:**

* Answer each employment inquiry in a friendly, professional and knowledgeable manner.
* Screen, schedule and conduct applicant interviews on an on-going basis.
* Maintain all corporate hiring and training standards through detailed documentation, conducting reference checks, criminal background, and other mandatory recruitment requirements.
* Scheduling and performing orientation, on-going training & development of curriculums.
* Provide coaching and support to employees for performance improvement and conflict resolution.
* Work in partnership with the Service Coordinator to coordinate schedules with an emphasis on creating high quality matches and extraordinary relationships.
* Monitor, mediate, and log all front-line worker activity utilizing a software system.
* Maintain and update all orientation and training materials as needed.
* Demonstrate open and effective communication with the franchise owners, colleagues, front-line workers, clients, and family members.
* Conduct quality assurance calls and visits in support of existing business and client needs.
* Adhere to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
* Develop and implement new recruitment strategies online and within the community.
* Create, develop, and maintain both corporate and government, Policies and Procedures.
* Participate and assist with payroll and billing.
* Conduct client/front-line worker introductions as needed.
* Prepare and publish the monthly newsletter.
* Perform any and all other functions deemed necessary.

**HR Coordinator Requirements:**

* Human Resources diploma/degree or equivalent preferred.
* Exceptional MS Office skills, and the ability to use web-based systems.
* A natural ability to evaluate successful recruitment of candidates for the manufacturing industry.
* Excellent interpersonal skills and the ability to adapt to a rapidly changing environment.
* Ability to work independently, maintain confidentiality of information and meet deadlines.
* Excellent oral and written communication skills, ability to organize and prioritize daily work.