

Finger Lakes Community Action

Job Title: Human Resource Associate

FLSA Status: Non-exempt

Department: Indirect

Reports To: HR Director

Summary:

Provides administrative support to day-to-day operations of the Human Resource department ensuring the efficiency of employee data records & benefit payments. The HR Associate (HRA) provides effective HR support service to the organization to achieve the organization goals and objectives.

Essential Duties and Responsibilities:

- Providing general administrative support such as preparing correspondence, forms, and reports, composing regular correspondence, assist and/or processing confidential reports and documents- filing electronic and hard copy, tracking deadlines, pulling files for audits, and taking down minutes as needed.
- In conjunction with the HR Assistant Director, maintains employee/volunteer personnel files for completeness and compliance, alerting the appropriate supervisory staff of pending and present issues and timeframes, and maintains filing, purging, and other functions as requested.
- Responsible for reviewing intake packets to ensure DOL compliance and alerts the HR Director to any inconsistencies.
- Preparing all benefit bills monthly in conjunction with HR Director approval and maintaining the ACA in the payroll system as necessary.
- Maintains deadlines, especially when managing multiple assignments, and provides support/makes reports to HR Director and/or CEO for indirect department projects as needed.
- Works as a team with the entire HR department, specifically for end of year filling and organizing.
- Attends all necessary meetings and trainings.
- Other duties as reasonably assigned.

Qualifications:

- To perform this job successfully, an individual must possess attention to detail, excellent organizational skills and must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- High School Diploma/GED

Safety Responsibility:

- Obey all safety rules, government regulations, signs, markings and instructions.
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings
- Report any unsafe hazardous conditions to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees
- Report all workplace accidents, incidents immediately to your supervisor
- Practice good housekeeping by picking up tools, materials and putting them into their proper places

Language Ability:

- Ability to read and interpret miscellaneous communication/regulations. Ability to write business correspondence. Ability to effectively respond to questions from groups of employees and/or the general public.

Computer Skills:

- Must have a great working knowledge of basic computer programs such as Office Suite, in addition to learning and being able to operate the agency's payroll system.

Physical Demands:

- The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job (close/distance/peripheral/depth vision, ability to adjust focus. This employee is regularly required to talk or hear, and, at times, stand, walk, sit, and use hands and arms.

Compliance

“If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Finger Lakes Community Action Compliance Plan, they should make a confidential contact, without repercussion, to the Compliance Officer, his or her Director, or the Executive Director. Reports may be made by calling the compliance Hotline (1-315-333-4155 x3107), or by emailing information to the Compliance Officer compliance@waynecap.org or by walk-in to the Compliance Officer's office.”

Medicaid Fraud

Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG's recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.

Finger Lakes Community Action employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who

observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG’s fraud hotline. Tips can be completely anonymous—and OMIG investigates all reported information.

If you suspect fraud or abuse, call toll free:

1-877-87-FRAUD * 1-877-873-7283

Employer’s Disclaimer

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**
- **This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.**