

HR Specialist--Cornerstone Christian Counseling

Cornerstone Christian Counseling is looking for a qualified part-time HR specialist to join our team. This position can be fully remote (**CO, FL, or TX only**) and will pay \$20-\$25/hour (DOE) for 20-25 hours per week of work.

The ideal candidate will have at least (1) year of experience as an HR specialist. The HR specialist duties include: personnel management and organizational compliance, hiring and onboarding, transitions management, and other HR projects as needed.

Applicant must be self-motivated, organized and have *strong* attention to detail as well as *strong* interpersonal skills. A degree in HR or other related field is desired, but not required. This position will work closely with our Billing Specialist, who runs payroll. Familiarity with Gusto, Bambee, or other Human Resources Information Systems (HRIS) preferred.

Responsibilities:

- Interview, hire, and onboard new employees
- Anticipate, manage, and execute employee transitions (changing pay tier, location, etc)
- Forecast hiring needs and ensure recruitment process runs smoothly
- Plan annual performance review sessions
- Develop and implement HR policies throughout the organization
- Process employees' queries and respond in a timely manner
- Stay up-to-date and comply with changes in labor legislation
- Maintain confidentiality of client and therapist information and records
- Meet and maintain HIPAA regulations with Protected Health Information
- Demonstrate professional interactions with all employees with a positive approach

Requirements and Skills:

- Solid understanding of labor legislation
- Familiarity with full cycle recruiting
- Excellent verbal and written communication skills
- Good problem-solving abilities
- Team management skills
- Self-starter with the ability to work independently and multitask effectively while maintaining attention to detail

We are a mid-sized business and this position (and the person who fills it) enables our practice to function on a daily basis. The ideal candidate will be someone who has a great sense of humor, is flexible yet reliable, and would like to be a part of a vibrant and growing organization.

Please submit your resume and a brief cover letter letting us know why you think you're the best candidate for the job to sarah@christiancounselingco.com. Thank you, and we look forward to hearing from you!