

Position Available-Immediately

AWC HR Administrative Assistant-Full Time

SUMMARY: Performs a variety of administrative duties within and for the Agency with Choice program related to the Human Resources (HR) function of The Arc of Chester County. Works closely with the HR Department in the administration of worker's compensation, in-service training and the like for Support Service Professional (SSPs).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs all the necessary steps in the hiring process of AWC Support Service Professionals (SSPs) for participants, including tracking and processing all applicable clearances.
2. Create personnel files for AWC Support Service Professionals (SSPs)
3. Write and send out AWC offer letters and/or rejection letters to new hires and/or applicants.
4. Input all necessary AWC new hire information into the Paychex data base, the Unicentric data base and MITC.
5. Prepare instructional and disciplinary documentation for SSPs when performance issues are being addressed by AWC administrative staff; prepare termination of employment letters for SSPs as instructed by the AWC HR Manager.
6. Generate payroll status forms for newly hired SSPs, for the suspension, transfer or other changes of SSPs, and for the termination of employment of SSPs.
7. Maintain and keep up on the filing needed for all personnel files and clearance files for all AWC Support Service Professionals.
8. Assist with the maintenance and updating of the manual of personnel policies and procedures for AWC.
9. Request and send copies of clearances when requested by employees and for monitoring purposes. Respond to employment verification requests for SSPs in accordance with agency policy and procedure.
10. Maintain new hire packets for the AWC program and make sure they are accurate and up to date.
11. Assist with the development and maintenance of training modules and materials for SSPs.
12. Research and organize information to assist with the update and improvement of HR practices for the AWC program.
13. Provide coverage for other administrative staff as needed.

For more information contact:

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