# Human Resource Clerk and INH Field Supervisor

**Position Summary:**

## HR Role: 24 hours/week.

The HR Clerk provides part-time administrative and clerical support to the Human Resources department. This role is primarily responsible for assisting with health insurance administration, managing work phone assignments, and supporting general HR functions. The ideal candidate will be detail-oriented, organized, and bilingual in English and Spanish.

***Essential Duties and Responsibilities:***

· Coordinate health insurance processes, including employee enrollments, changes, terminations, and COBRA notices and follow up.

· Respond to employee questions about health benefits and assist with issue resolution.

· Maintain accurate employee benefit files and insurance documentation.

· Issue, track, and manage employee work phones; coordinate repairs and replacements.

· Perform general clerical duties including scanning, filing, data entry, and document organization.

· Assist with onboarding by preparing new hire paperwork and collecting required documents.

· Respond to employment verification and reference requests as directed by HR management.

· Support the HR team with reports, audits, and administrative tasks as needed.

· Maintain confidentiality and handle sensitive information with discretion.

· Perform other related duties as assigned.

***Qualifications:***

· High school diploma or equivalent required; coursework in HR or related field preferred.

· At least 1 year of administrative or clerical experience; HR experience a plus.

· Bilingual in English and Spanish required.

· Strong organizational skills and attention to detail.

· Ability to handle multiple priorities in a fast-paced environment.

· Proficiency in Microsoft Office (Word, Excel, PowerPoint).

· Excellent communication and interpersonal skills.

· Ability to maintain confidentiality and professionalism.

***Physical Demands and Work Environment:***

· Office environment with standard office equipment.

· Requires prolonged periods of sitting and computer use.

· May occasionally lift supplies or equipment up to 25 lbs.

## INH Role: 16 hours/week

***Title: In-Home Service Field Supervisor***

Under the supervision of the branch manager, the person must speaks frequency English and very good at Microsoft Excel Sheet.

***Duties:***

- Monitor the attendance of assigned Home Care Aides (HCAs) via monthly calls and report attendance status to the manager.
- Conduct one-on-one meetings with each Home Care Aide every three months.
- Visit participants at home at least twice a year for HCA and once each quarter for FHCA and conduct a client satisfaction survey once a year.
- Report client satisfaction and related issues to the manager.
- Upload state-required documentation to the TTP (Training Tracking Portal).
- Complete 24 hours of annual in-service training.

***Experience:***

- Microsoft Office: 1 year (Preferred)
- In-Home Service Management Occupations: 1 year (Preferred)
- Certification: In-Home Service Supervisor Certification (Preferred)
- Driver's License

**Salary: HR Role: From $19.00 per hour; INH Role: From $20.00 per hour.**