



HUMAN RESOURCES SPECIALIST

Job Requisition #21-0021
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **Full Time**
Benefit Eligible: **Yes**

All people share a powerful need for the necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties

The Human Resources Specialist plays a key role in a variety of human resources functions including employee onboarding, benefits administration, recruitment, and more! The Human Resources Specialist role requires a general knowledge of HR principles, demonstrated communication skills to a wide audience, and excellent time management skills. We'd love to have you on the CHCB HR team!

Basic Qualifications

- Associates Degree preferred or 3 years' experience in an HR role.

Knowledge, Skills and Ability

- Knowledge of principles/standard procedures for human resources functionality including recruitment, benefits, personnel recordkeeping, Section 125 and FMLA
- Proficient computer skills in MS Office products, employee database systems, website maintenance and vendor applications.
- Strong verbal and written communication skills coupled with a sense of confidentiality
- Outstanding organizational skills with strong retention of and attention to details and deadlines.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available