

TENNESSEE BAPTIST CHILDREN'S HOMES, Inc.
HUMAN RESOURCE and COA SPECIALIST
Job Description

Purpose:

This job exists to assist the Vice President of Finance and to coordinate all Council on Accreditation (COA) requirements to ensure ongoing compliance including the area of Performance Quality Improvement (PQI).

Qualifications:

Professional skills including experience with computers using Microsoft office products. High school graduate with significant, applicable office experience required, college graduate with a bachelor's degree in human relations or other related field preferred. This person should be a person of good Christian character and integrity dedicated to serving the Lord and others. Must be an active member of an evangelical church and recommended by the pastor of that church.

Duties:

1. Maintain official corporate personnel file on all employees and direct-service volunteers.
2. Gather, process and maintain data on employees and direct-service volunteers:
 - a. Pre-employment documentation
 - b. Background checks
 - c. Required employment forms and documentation
 - d. Life, health, dental, AFLAC and short and long term disability insurance
 - e. 403(b) plan
 - f. Attendance
 - g. All other benefits
3. Meet annually with DCS licensing agent for review of personnel records.
4. Maintain worker's compensation and OSHA files and documentation.
5. Is the direct contact between COA staff and TBCH.
6. Coordinate reaccreditation process including the Maintenance of Accreditation (MOA).
7. Implement, oversee and facilitate the Performance Quality Improvement (PQI) program, including developing reports and facilitating meetings.
8. As part of the PQI program, facilitates the peer review processes across the state.
9. Other duties as assigned.

Relationship:

The Human Resource Specialist/COA Coordinator reports to the Vice President of Finance for Human Resource responsibilities and will report to the Executive Office Coordinator for COA responsibilities. It is expected that the Vice President of Finance and the Executive Office Coordinator will work hand in hand to make this dual position an effective and rewarding position.

Salary Grade:

SSA