



Behavioral & Educational Solutions, P.C.

Job Title:	Human Resources Specialist	Job Category:	Professional
Location:	DC Metro Area	Travel Required:	Minimal
Level/Salary Range:	Competitive & commensurate with experience	Position Type:	Full-Time, Permanent

Role and Responsibilities:

Since our inception in 2008, Behavioral & Educational Solutions (BESDC) has positioned itself as a leader in mental health and social support services for children and families in the DC Metro area. Our team of psychologists, speech and language pathologists, social-workers, and behavioral analysts provide support, resources, solutions, respite, and education so families can increase engaged quality time together. We are committed to collaborating with families and schools so interventions are solution focused, culturally sensitive, and developmentally appropriate. We are a team of young, culturally diverse, and energetic professionals committed to providing comprehensive services that serve the entire child and nurture his/her development. We are looking for like-minded professionals.

What the Ideal Candidate looks like:

- Associates degree or higher; at least 2 years of experience with 1 year directly related to hospital medical staff or managed care credentialing.
- Successful work experience in HR position.
- Strong working knowledge of HR functions and procedures (e.g. pay and benefits, recruitment, training, and development).
- Commitment to staying current on understanding of labor laws and disciplinary procedures.
- Proficient in Microsoft Office.

Duties include (but are not limited to):

Employee Recruiting, On boarding Training, Development and Termination

- Preparing and updating employment records related to hiring, transferring, promoting, and terminating employees
- Overseeing hiring process, which includes coordinating job posts (paid posts, Social Media, and website), reviewing resumes, and performing reference checks
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Enrolling employees in all benefits
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Develops monthly file audits.
- Manages changes to compliance and credentialing process by keeping the Clinical Director informed.

Essential Skills, Knowledge, and Qualities:

- Must be adept at problem-solving, including being able to identify issues and resolve problems in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information



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- Must be able to prioritize and plan work activities as to use time efficiently
- Must have exceptional organizational and time-management skills.
- Must have outstanding communication and interpersonal skills.
- Must demonstrate strong ethics, commitment, and reliability.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback