



Coastal Plains

Community MHMR Center

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200 Marriott Drive
P.O. Box 1336
Portland, Texas 78374
www.cpmhmr.org

Bulletin 495

Job Openings January 29, 2009 – February 5, 2010

Applications Accepted: Mon.-Thur., 8:00am-5pm and Fri. 8:00am-4:00pm. Applicants **MUST** show their **ORIGINAL** Social Security card and **CURRENT** Texas driver's license and submit a completed **ORIGINAL** job application to be considered for employment. Applications must be received by 4:00pm on the closing date at 200 Marriott Dr., Portland, Texas 78374 to be eligible for consideration. Resumes **NOT ACCEPTED** in lieu of an application.

We are an Equal Opportunity/ADA/Affirmative Action Employer

Requirements:

Every person hired at Coastal Plains Community MHMR Center is considered an employee of the Center regardless of who made the offer of employment. Employment assignments may change due to budgetary, disciplinary, or administrative reasons. All changes in employment assignments will be handled in accordance with laws prohibiting any form of discrimination. All positions require the ability to work flexible hours and days as needed.

Positions requiring specific academic achievement and/or specific course attainment will require you to attach a copy of a transcript, certification and/or License to your application. All other positions will require verification of high school diploma or GED.

As per the Immigration Reform and Control Act of 1986 (§1200) all applicants for employment are required to provide documents that provide proof of employment authorization and identity. (Social Security Card & Driver's License, alternate documents as per regulations).

Criminal convictions involving personal injury, threat to another person, drug related offenses, etc., may make you ineligible for employment at Coastal Plains Community MHMR Center. Names of prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Falsification of the application for employment is grounds for dismissal, if employed.

For positions that require travel/driving, applicants must maintain a class "C" driver's license with a favorable driving record as evidenced by DPS Moving Violation report.

Coastal Plains Community MHMR Center is a DRUG FREE WORKPLACE. Effective August 1, 1996, before employment, all applicants are given a "conditional" offer of employment and will be required to take and pass a drug test. Physical assessment tests will be required for certain positions.

Effective July 1, 2002, all applicants for employment will be notified that prior to an offer of employment, they will be screened for previous confirmation of a class I confirmed incident or incidents of abuse or neglect against a consumer or consumers. Applicants with a confirmed history of abuse or neglect will not be considered for employment.

Coastal Plains Community MHMR Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status or special disabled veteran's status. Veterans Preference Applicable. Coastal Plains MHMR provides TTY services through Relay Texas. The State of Texas is an At Will State. Accordingly, Coastal Plains is an At Will Employer. Both the employee and the center may terminate the employment relationship at anytime with or without cause.

**HR Assistant
Portland Admin
M-F 8-5
\$2372.00 Monthly
Closing: February 12, 2010
Posting: # 558**



APPLICANT QUALIFICATIONS

GENERAL DESCRIPTION:

This position is responsible for the supervision of direct line HR staff and HR support functions to include payroll set-up, benefits coordination, pre-employment services, and receptionist telephone functions. Oversees the HR records management function. This position requires significant latitude for independent decision-making, to include the proper enforcement of Center Policies and Procedures as related to Human Resource Functions. This position reports directly to the Deputy Executive Director.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or GED equivalent

Two (2) years experience with a minimum of one (1) year supervisory/management experience. Related college hours preferred. Must have a working knowledge of computers as well as standard office equipment. Must possess and consistently exercise proper office etiquette and procedures.

PREFERRED REQUIREMENTS:

- 1. Knowledge of HR policies governing FMLA & COBRA compliance, and time and attendance**
- 2. Previous experience working in HR database (i.e. Abra)**
- 3. Knowledge of EEO guidelines for governmental agencies**
- 4. Knowledge of wage and hour guidelines for governmental**
- 5. Working knowledge of computer applications, MS Word, ABRA, MS Excel and keyboarding (typing) speed of 50 wpm**
- 6. 1 year previous experience in applicant processing**
- 7. 1 year previous experience in benefit coordination**
- 8. 1 year previous experience in reconciliation of payroll and insurance/voluntary deductions**
- 9. Ability to communicate effectively orally and in writing**
- 10. Ability to understand and follow oral and written instructions**
- 11. Ability to plan, organize, and distribute, supervise and control operations of the HR staff**
- 12. Ability to perform basic accounting principles**