

## **Southern Tier Independence Center Job Description**

**Position:** Benefits Specialist

**Hours:** Non-exempt, full-time 40 hours per week

**Revised:** 10/2017

### **Qualifications**

1. Associates Degree in Human Resources and two years of experience in a Human Resources/ Benefits position. An equivalent combination of education and experience may be substituted.
2. Experience administering FMLA, Disability and other leaves of absence.
3. Ability to multi-task, plan and prioritize work tasks, and work effectively in both a team and individual setting.
4. Excellent interpersonal and communication skills.
5. Excellent computer skills and knowledge of Microsoft Office applications.
6. Excellent attention to detail and organizational skills.
7. Strong commitment to the integration of people with disabilities into all aspects of community life.

### **Responsibilities**

1. Administer various employee benefits programs, such as group health, dental and vision, accident and disability, life insurance, 403(b), and AFLAC benefits.
2. Administrate COBRA, Leave of Absences , FMLA, Paid Family Leave usage and disability claims and other issues as required legal requirements
3. Conduct benefits orientations and explain benefits.
4. Maintain employee benefits filing systems and review that benefits changes are entered appropriately in payroll system for payroll deduction.
5. Assist employees with changes to benefits, claims and eligibility in regards to health, dental, life and other related benefit claims.
6. Verify the calculation of the monthly premium statements for all group insurance policies. Resolve administrative problems with the carrier representatives.
7. Administer COBRA.
8. Coordinate workers' compensation claims with third-party administrator. Follow up on claims.
9. Prepare and set up meetings designed to help employees obtain information and understand company benefits and other related incentive programs. Ensure distribution of required employee notices.
10. Maintain and update company organizational charts and other requested reports as needed.
11. Assist HR Coordinator in completing benefits reporting requirements.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, creed, color, national origin, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition, carrier status or criminal record.