

**Community Health Alliance of Pasadena (ChapCare)**  
**Job Description**



**Title: Human Resource Assistant - Benefits Coordinator**  
**Department: Administration**

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**Summary**

The Human Resource Assistant - Benefits coordinator provides administrative and clerical assistance to the Human Resource Manager. The Human Resource Assistant Benefits Coordinator will be primarily responsible for the implementation, coordination, and maintenance of employees benefit program and maintenance of personnel files.

**Essential Duties and Responsibilities**

- Administers various employee benefit programs, such as group insurance, life, medical and dental, accident and disability, insurance, pensions, investments, and savings.
- Provide benefit orientations, enrollments, claims processing. Process and maintain all status reports and pay changes, both on computer and paper system.
- Prepare and maintain employee files, assuring accuracy, compliance and confidentiality. i.e : unemployment claims, verifications, I9 status and State regulations
- Update and maintain employee files regarding the tracking of raises and assist Payroll Coordinator with benefit deductions or additions in company payroll system.
- Assist Payroll Coordinator in the preparation of payroll, entering hours, deductions, rate changes, transfers etc
- Assist employees in filing health, dental, life, and all other related and deferred benefit claims
- Assists in implement new benefit programs; arranges and conducts employee information presentations and enrollments.
- Verify the calculation of the monthly premium statements for all group insurance policies and maintains statistical data relative to premiums, claims, and costs. Resolve administrative problems with the carrier representatives
- Assist Human Resources Manager in obtaining statistics and information in renewal process of any Health, Life and Retirement plans that benefit the company.
- Assists in the preparation for Audits
- Heavy filing and work related data entry
- Work with employees to ensure compliance with personnel files
- Ensure employee license and certification are current
- Ensure that ChapCare is compliant with all governmental and contractual regulation
- Maintains strict observance of ChapCare confidentiality policy
- Assist in department supervisor in special projects as needed
- Adheres to all Human Resource Policy and Procedures
- Maintains & schedules mandatory employee trainings
- Attends meeting and seminar as necessary
- Other duties as designated by the COO or CEO

**Qualifications**

- High School Diploma
- One to three years of Human Resource Benefits experience

- Know legible of Employee and Labor Laws
- Valid CA Driver's license
- Bilingual Spanish preferred.