



## EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Benefits/Safety Coordinator

**Department:** Human Resources

**Reports to:** Executive Director and Associate Executive Director

**Hours:** Full-time

### **Position Summary:**

Handles the day-to-day operations of Benefits, Workers' Compensation and Disability for all eligible union and non-union employees; assists the Director of HR in administering a comprehensive safety program and the provision of safety-related in-service training programs for the agency; identifies trends related to leave and benefits and performs job-related duties as required.

### **Responsibilities:**

- Collaborate with and advise managers and supervisors regarding human resources and personnel issues including departmental organization and structure, and disciplinary warnings.
- Responsible for the day-to-day activities of the Health Benefits program which includes processing enrollment applications, assisting employees and retirees with insurance questions, transmitting eligibility data to health plans vendors and resolving problems with plan representatives.
- Assists in the processing of Workers' Compensation and disability claims, including obtaining, checking, recording, and evaluating information related to employees' work history. Evaluates information and reports relative to claims payments, resolving claims, questioning and resolving discrepancies, monitoring of medical treatment, and reporting suspicious claims to Director. Participates in the claims processing activities of Workers' Compensation.
- Interprets and applies provision of the collective bargaining agreements relative to health benefits and Worker's Compensation.
- Gathers information on accident causes and reports on hazardous or dangerous condition/actions on agency property and informs director
- Under administrative direction plan, organize and administer a comprehensive safety program for the Agency; and supervise and/or perform related work as required. Organizes the Agency's Benefits and/or Safety Committee and researches suggestions and/or recommendations.
- Verifies employee and dependent insurance coverage to hospitals, physicians, insurance carriers, and employees.

- Prepares communications to employees granted unpaid leaves of absence or separating from Agency to advise them of termination of Agency health and welfare benefits and conversion rights as per COBRA regulations; ensure adherence to timeline requirements.
- Confers with employees and their dependents, as applicable, regarding program benefits and rights under COBRA, termination or conversion of benefits, and death benefits.
- Researches, compiles and prepares various reports; prepare memorandums, letters, or bulletins; distribute literature regarding the various insurances and benefits available to employees; distribute or provide for open-enrollment Agency group insurance announcements and other pertinent materials.
- Keeps abreast of pertinent Federal, State, and local laws, codes and regulations relating to health and welfare benefits, workers' compensation, and retirement systems and apply them with good judgment in a variety of situations.
- Provides courteous and expeditious customer service to employees, retirees and the general public.
- Presents information to various groups concerning health, medical benefits and workers compensation program.
- Provides administrative services necessary to facilitate and enhance the Agency's health, life insurance and dental plans.
- May review medical bills, benefits, and payroll records to ensure compliance and accuracy.
- Facilitates pre-retirement counseling sessions/workshops pertaining to health benefits issues.
- Additional duties as assigned by the Director of Human Resources and Payroll.

#### **Qualifications:**

- Two years of college coursework from an accredited college/university **OR** one year of college coursework and two years of experience in benefits administration or human resources, preferred.
- Knowledge of employee benefits programs and other general personnel policies and procedures and their implementation.
- Ability to perform specialized activities in the acquisition, processing, maintenance, retention and verification of health and welfare benefit records.
- Ability to develop, organize, facilitate and/or present in-service training sessions related to health and safety.
- Skill in collecting and assembling data, preparing reports, monitoring progress and analyzing data.
- Ability to plan, coordinate and organize work to meet deadlines.
- Ability to prepare and maintain accurate and complete confidential and statistical records and reports.
- Bilingual preferred

#### **To Apply:**

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Benefits/Safety Coordinator in subject of e-mail.

Submissions without salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**