

**HealthCare Synergy, Inc.**  
www.healthcaresynergy.com  
Cypress, CA

**About the Company:**

HealthCare Synergy, Inc. is a software and service provider for home health, hospice, and outpatient therapy agencies. With more than 20 years invested in the health care industry, we have served a multitude of diverse home health agencies by providing software solutions and managed services, along with exceptional customer services, technical support, training, and education.

**Position:**

HR Associate

**PREFERRED SKILLS AND QUALIFICATIONS:**

- Bachelor's degree in HR or related field.
- Minimum 2 yrs. work experience in Human Resources, Organizational Development, Labor Relations or Business.
- Excellent written, verbal communication and strong interpersonal skills.
- Proficient computer skills, including Microsoft Outlook, Excel and Word.
- Preferred experience with EmCentrix Solutions.
- Knowledge of compensation strategy, performance management, employee relations and safety practices .
- Experience with creating a culture of engagement, collaboration and teamwork.
- Highly organized, detail-oriented, resourceful, and outstanding follow through skills are a must.
- Ability to maintain confidentiality.
- Self-starter with a strong sense of urgency and prioritization skills.
- Ability to remain positive and supportive while faced with challenges.

**RESPONSIBILITIES:**

- Manages the new hire process, including sourcing, testing, verification, interviewing, hiring, onboarding and all necessary information.
- HR database management , accurate and compliant with relevant up to date federal, state and local regulations for all positions.

- Assist with policy administration including managing leave of absence requests, FMLA, vacation and sick time requests, workers compensation, etc.
- Handles investigation and resolution of employee issues, concerns and conflicts .
- Maintains employee benefits programs, assist with health benefits enrollment and recommends benefit programs to management.
- Maintains management guidelines by preparing, updating and recommending human resource policies and procedures.
- Partner with Accounting on payroll administration.