



Behavioral Healthcare • Home Healthcare

Trusted and appreciated by professionals and families for 25 years

HUMAN RESOURCES SUPERVISOR

Full Time ~ Waterville Branch

We're an up and coming Human Resources team looking for a new HR Supervisor in our Waterville office.

Are you up for the challenge?

This position offers a competitive compensation and benefits package including health insurance with HRA, dependent care account, paid time-off and a 401K with employer match.

This position oversees and administers total rewards programs for all Care & Comfort locations. This includes developing, recommending and implementing approved, new or modified benefits, recognition, reward and compensation programs/policies and supervising the administration of existing plans.

Other duties include:

- Assist with the evaluation, recommendation and implementation of benefit programs through research and analysis of trends for potential changes, improvements and enhancements of current and new programs.
- Ensure compliance with government requirements, i.e. ERISA, DOL, IRS, etc.
- Partner with managers and develop strong internal and external relationships including with insurance carriers, service providers and community resources.
- Direct in-house administration of COBRA, FMLA, HIPAA, ADA, leaves of absence; manage time-off programs.
- Manage worker's compensation; Chair the Safety Committee
- Back up to Director, Human Resources

Education & Experience - A bachelor's degree and at least two (2) years' experience in Benefits Administration or any appropriate combination of education and experience. Minimum 1-year supervisory experience. Prior experience coordinating ACA, WC, and FMLA required; ADP experience preferred. This position will work independently, as well as in a team environment and will require the ability to understand and interpret complex laws & regulations. High proficiency in MS Office, specifically Word & Excel is necessary. Prior experience in a healthcare or decentralized environment is a plus.

If you're up to the challenge, then come join our team!

Please apply through our website at careandcomfort.com

Care & Comfort is a leading provider of home health and behavioral health services with 400+ employees working out of 5 branch offices state-wide. We are an equal opportunity employer.

Join a team who cares about you because you care about others.

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