



Behavioral Health ~ Home Health  
Case Management ~ Veterans Services

## **Benefits Coordinator**

### **Full-time, Waterville Office**

***This is a full-time position that coordinates and administers the Agency employee benefit, recognition, bonus and reward programs.***

#### **Responsibilities include:**

- Administering employee benefit programs and processing employee benefit enrollments, changes and terminations both internally and with carriers. Liaison with carriers.
- Reconciling monthly vendor bills.
- Assisting with the evaluation, recommendation, and implementation of benefit programs through research and analysis of benefit trends for potential changes, improvements and enhancements of current and new programs.
- Ensuring compliance with government requirements, i.e. ERISA, DOL, IRS, the ACA and all filings.
- Responding to employee's questions around total reward program including, recognition, bonuses, health & welfare benefits and time-off programs.
- Performing employee benefit briefings, new employee benefit orientation, wellness events, recognition/reward events and the open enrollment process.
- Administering Care & Comfort's recognition and reward programs. Assist in research, development and implementation of new or improved programs that align with the company's mission, vision and values.
- Direct in-house administration of COBRA, HIPAA, ADA; manage time-off programs.

#### **Qualifications**

HS diploma coupled with at least one-year experience in benefits, human resources or payroll is required or any appropriate combination of education and experience. ADP experience strongly preferred. Prior experience in a healthcare or decentralized environment is a plus.

#### **The successful candidate will possess:**

- High proficiency in MS Word, MS Excel, Outlook, and company databases.
- Outstanding attention to detail and accuracy.
- Ability to understand and interpret laws and regulations.
- Proven ability to maintain confidential information.
- Efficient and accurate data entry skills.
- Ability to multi-task and problem solve.

#### **Work Schedule/Availability**

Full-time; (40 hours/week.) Day shift - Monday-Friday; occasional evening and weekend work may be required.

#### **Benefit Opportunities**

We offer a competitive compensation and benefits package to all of our full-time employees including

- Employer-contributed Health Insurance with HRA
- Company paid life insurance
- Voluntary Dental, Short-Term Disability
- Employer-matched 401(K) Retirement Plan
- Paid time off including holidays
- Free parking

*If interested in applying for this position, please go to [careandcomfort.com/applynow](http://careandcomfort.com/applynow). You will be invited to create an account with Care & Comfort and fill out an Employment Application.*