



Job Description – Benefits Specialist

Position Summary

The benefits specialist is responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, FMLA, short- and long-term disability, and 401(k) plan. Also ensures compliance with related state and federal regulations and facilitates mandatory audits for the health insurance and retirement benefits.

Qualifications

- Education: Bachelor's degree in human resources, business administration, accounting, or related field
- Experience: Minimum of three years of human resources experience, including experience with payroll and employee benefits; accounting experience strongly preferred.
- Special requirements: Strong verbal and communication skills; strong computer skills including familiarity with payroll and human resources-related software; knowledge of office procedures and equipment. Understanding of the concepts of palliative care and hospice necessary.

Certifications, Licenses, Registrations Required

- None required

Physical Requirements/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk; occasionally required to stoop, kneel, or crouch. The employee is frequently required to sit for extended periods of time. The employee must regularly lift and/or move up to ten pounds, occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and adjust focus. The work environment is primarily an office setting.