

Human Resource Specialist I/II

HR Specialist I: \$38,146 / year or higher DOQ + [Full-Time County Benefits](#).

HR Specialist II: \$41,018 / year or higher DOQ + [Full-Time County Benefits](#).

James City County Human Resource Department seeks an individual to perform responsible work coordinating the day-to-day administration of comprehensive benefits activities. There are 2 levels of Human Resource Specialist distinguished by the level of work performed and the qualifications of the employee.

Responsibilities: Coordinate with department staff regarding human resource processes specifically in the area of benefits administration; provide oversight and guidance to County staff to ensure best practices and applicable laws and processes are followed; and, coordinate with other department staff as necessary regarding employment and recruitment, onboarding, training, retention, compensation, and HRIS systems. Assist with employee relations issues, including the investigation and implementation of recommended disciplinary actions; ensure actions taken are in compliance with James City County personnel policies and procedures, and applicable laws and regulations. Process data entry in a variety of databases; ensure accuracy of data and overall system integrity. Keep up-to-date on current trends and legislation in the human resource field; provide consultation to employees and managers of customer departments in all areas of human resource management.

Requirements: Any combination of education and experience equivalent to an Associate's degree in human resource management or related field; Bachelor's degree and/or certification as a Human Resource Professional preferred; professional human resource generalist work experience to include analytical research and report development, employee relations, classification and compensation, and performance management; and experience in local government preferred. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Considerable knowledge of the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), equal employment opportunity regulations, Affordable Care Act (ACA) and other employment laws; and principles and processes for providing customer service. Skill in use of computer software, especially Microsoft Office Suite. Must have excellent written and oral communication skills. Ability to maintain moderately complex records and ensure their confidentiality; follow verbal and written instructions; work under pressure and meet deadlines; resolve problems and complaints and deal with irate customers effectively; and, understand and interpret policies and procedures.

Accepting applications until 11:59 pm EST 04/21/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>

Senior Assistant General Registrar

\$30,685 / year or higher DOQ + [Full Time County Benefits](#)

The General Registrar's Office seeks an experienced professional to be a part of a dynamic team to assist with daily operations.

Responsibilities: Assist the General Registrar in implementing and maintaining compliance with local, state, and federal election and voter registration guidelines and requirements. Update and maintain accurate records of voter information including, but not limited to, eligibility, changes with redistricting/precincting, voting credits, and any applicable forms. Assist with coordinating, maintaining, and supervising of all parts of the election and voting process including, but not limited to, satellite registration sites, absentee ballots, training programs for Officers of Election, posting of results on designated sites, and programming of electronic poll books. Assist with preparation of budget including preparation of required reports. Create and maintain candidate files; accepts, verifies and certifies candidate forms; receive, audit, and acknowledge Candidate Campaign Contribution and Expenditure Reports. Prepare, provide information, and generate support for voter education projects.

Requirements: Any combination of education and experience equivalent to high school diploma, augmented by college course; and some experience as an assistant registrar. Must possess a valid Virginia driver's license and have an acceptable driving record based on County criteria. Must be a resident and registered voter of the Commonwealth of Virginia. Knowledge of applicable local, state, and federal election and voter registration laws and procedures and Virginia Election and Registration System (VERIS) documentation. Ability to work well in a team environment and have strong organizational and multitasking skills.

Must not:

- Be a spouse of an Electoral Board member or the Registrar
- Be any person or the spouse of any person who is the parent, grandparent, sibling, child, or grandchild of an Electoral Board member or of the Registrar
- Hold any other elected or appointed office

Accepting applications until 11:59 pm EST 04/30/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>

Recreation Leader (Child Care)

\$9.55/hour or higher DOQ; part-time temporary positions

James City County Parks & Recreation is seeking enthusiastic individuals with high energy and ability to work in a team environment to help plan, lead and coordinate recreational activities such as games, sports, arts, crafts and for children (ages 3 months to 11 years old) at James City County Recreation Center. This position is scheduled for morning hours from 9:00 am - 12:00 pm.

Responsibilities include: Assist with and plan a variety of engaging daily recreational activities. Ensure a safe environment for children. Assist with behavior management and record keeping. Establish and maintain rapport with participants, parents, and staff.

Requirements: Any combination of education and experience equivalent to a high school diploma. Some knowledge of child growth/development, safety and health practices and experience working with children in a recreational, educational or state licensed day care program setting is preferred. Must possess and maintain, or be able to obtain within 6 months of hire, CPR certification from the American Red Cross.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>

Customer Assistant

\$12,962 / year; or higher DOQ; part-time regular position (21 hours / week) + [partial benefits](#)

James City County Parks & Recreation seeking individuals with outstanding customer service to assist visitors of the James City County Recreation Center.. Position includes nights, weekends, and holidays.

Responsibilities: Assist in a variety of customer service functions including, but not limited to, greeting patrons as they enter the facility; issuing visitor passes; collecting fees; answering telephones; providing Center and class information and ensuring proper registration. Ensures Center rules and safety standards are followed. Prepares, maintains, and submit accurate count and records of money for current and next shift. Assist in training new staff. Sweep and mop lobby area and locker rooms as necessary.

Requirements: Any combination of education equivalent to a high school diploma. Must possess and maintain, or be able to obtain within six months of hire, CPR certification from the American Red Cross. Some work experience in assisting the public, general record keeping, and handling money.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>

Care Transition Coach/Licensed Clinical Social Worker

Competitive Pay; Part-Time Temporary Position.

Olde Towne Medical and Dental Center seeks an individual to perform responsible work providing support and assistance to low income, uninsured, under-insured, or other high-risk patients being discharged from area hospitals with the goal of improving patient health while reducing unnecessary hospital readmissions and Emergency room visits.

Responsibilities: Coordinate with hospital staff to identify those patients who frequently visit for routine medical concerns, do not have a medical home, or are otherwise considered high-risk for readmission or are in need of a primary care provider. Plan and provide patient education to empower patients to better manage their healthcare; performs hospital and home visits as appropriate. Assist patients with coordinating additional supportive services including making future appointments and providing referral information. Maintain accurate and timely documentation on each patient, utilizing databases and spreadsheets. Access patient health records and practice vigilant safeguarding of patient information in accordance with the Health Information Portability and Accountability Act (HIPAA). Participate in regular coach conference calls, webinars, and trainings.

Requirements: Any combination of education and experience equivalent to a high school diploma, supplemented by college coursework from an accredited college or university in human services or health care field preferred. Must possess a valid Virginia driver's license and have an acceptable driving record based James City County criteria. Must possess or be able to obtain cardiopulmonary resuscitation (CPR) certification within six (6) weeks of employment. Knowledge of public health nursing principles and practices, wellness concepts, and community resources. Skill in use of computer software, especially Microsoft Office Suite. Ability to work independently, and as a team member under pressure in a fast-paced clinic setting; establish and maintain effective working relationships with physicians, nurse practitioners, other co-workers, volunteers, and the public; work and communicate effectively with persons of various multicultural and socioeconomic and educational backgrounds; provide nursing care using the nursing process; effectively communicate both orally and in writing.

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