

Employee Relations Specialist **Remote Position**

Lakeview Center is best known for its caring, compassionate treatment for people with mental health issues, drug and alcohol dependencies, or intellectual disabilities. The breadth and depth of these services are the most comprehensive in the region. They range from inpatient and residential treatment to a gamut of outpatient programs including trauma services, psychiatry, counseling, day treatment, and intensive, round-the-clock outpatient services to help people with severe mental illnesses safely remain in the community. We reach people of all ages from babies and children to adolescents and adults. In all, we offer more than 60 programs and services for the people of Northwest Florida.

Job Summary

Primary duty is the performance of office work directly related to the management and general business operations of Lakeview Center, Inc. (LCI) Human Resources Department. Primary duty includes the exercise of discretion and independent judgment with respect to managing the day-to-day operations of Employee Relations duties at LCI. The job responsibilities of this position require access to compensation and other personal identifying employee information. This responsibility also requires protecting and maintaining the privacy of employee information, including compensation.

Requirements

- Bachelor's degree in Human Resources or related field and one (1) year of Human Resources experience; or HS Diploma and five (5) years of Human Resources experience, preferably in Employee Relations.
- Must possess basic knowledge of employment and labor law.
- Experience in conflict resolution, conducting investigations into workplace concerns and a complaint is preferred. Experience in conducting harassment training and making presentations preferred.
- Ability to objectively coach employees and management through complex, difficult and emotional issues; to resolve conflict; and diffuse employment related issues.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Ability to communicate effectively with demonstrable writing and presentation skills.
- Ability to quickly evaluate situations and decide on an appropriate plan of action.
- Must be able to travel to different worksites both locally and in all states that we operate.

- Must be able to pass organization screening requirements, including state or federal background screenings as appropriate.
- Must possess a valid driver's license from the state in which you reside, a good driving record and be insurable under the corporate policy.

To Apply

Interested applicants please visit www.elakeviewcenter.org and complete the on-line application at <https://elakeviewcenter.balancetrak.com/14425>. If you require additional assistance, please call Human Resources at 850-469-3729.

LCI is putting our employee health and safety first by following guidance from local health departments and the Centers for Disease Control and Prevention (CDC) recommendations on preventing the spread of COVID-19.

Lakeview Center is an Equal Opportunity / Affirmative Action employer. Minorities, Females, Protected Veterans and Individuals with Disabilities are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status. Drug Free Workplace Employer, DRUG TESTING REQUIRED

Equal Employment/Affirmative Action employer including Vets and Disabled. For more information, view the EEO is the Law Poster and Pay Transparency Statement. For reasonable accommodation, please email us at LCIEmployment@bhcpns.org.