

Team Member Relations Coordinator

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 Employee Relations. This position is also responsible for other clerical duties such as, monthly reports, scheduling appointments, meetings and travel, providing information to callers, composing and typing routine correspondence, and reading and routing incoming mail. To perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements

- High School Diploma or GED required and two (2) years of HR experience required.
- Ability to communicate effectively with demonstrable writing and presentation skills.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Proficient with Internet software; Spreadsheet software and Word Processing software.
- Unemployment experience preferred.
- Must be able to pass organization screening requirements, including state or federal background screenings as appropriate.

To Apply

Interested applicants please visit www.elakeviewcenter.org and complete the on-line application. 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/Nicotine Free Workplace Employer, DRUG TESTING/NICOTINE 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.