



Organizational Development Coordinator

The Harris Center for Mental Health and IDD Houston, TX On-site 6 days ago 3 applicants

 Full-time · Entry level

 1,001-5,000 employees · Hospitals and Health Care

 2 school alumni

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About the job

Description

The Harris Center for Mental Health and IDD ("The HARRIS CENTER") is looking for an Organizational Development Coordinator to join our team . Under the supervision of the Director Talent Acquisition and Organizational Development

the OD Coordinator performs a combination of clerical and administrative tasks to support operations within the OD Department. Duties include maintaining records

received

preparing and verifying documents; searching for and compiling information and data; scheduling instructional courses; responding to routine requests and using judgement and initiative to determine necessary response or action in non-routine situations. The OD Coordinator assists in ensuring instructors have the necessary supplies to facilitate trainings on a consistent basis.

What You Will Do

- Produces and proofs correspondence documents and other related forms relevant to OD Department.
- Maintains files according to OD department procedures.
- Purchases organizes and distributes supplies as needed.
- Provides communication related to training requirements needs and activities as needed.
- Maintains an effective workflow system of assigned area.
- Resolves administrative issues and flags issues that require immediate attention by management.
- Assists in securing training rooms for al instructors as needed.
- Assists in responding to all inquiries related to instructional events and filters follow-up questions accordingly.
- Complies with agency policies and procedures accrediting/regulatory bodies and performance contract documentation requirements.
- Assists in monitoring attendance of scheduled instructor led courses and communicates discrepancies to staff and supervisors

as needed.

- Demonstrates sensitivity to the cultural diversity of individuals served family members visitors and fellow employees in a trauma informed manner.
- Adapts to changing working requirements and is flexible to meet ongoing needs of the OD Department.
- Schedules instructional courses as requested.
- Other duties as assigned.

What qualifications you will need:

- High School Diploma or G.E.D
- Minimum of three (3) years general clerical experience.
- Minimum of one (1) year working with a team.
- Minimum of one (1) year experience working with an Electronic Learning System

What we have to offer:

The HARRIS CENTER offers competitive salary

excellent benefits package

retirement plans with company matching

prior service credit towards generous PTO accrual

outstanding wellness programs and professional development.

Employees can also take advantage of business casual dress code

corporate discounts

and gym memberships. New hire referral bonus

discounts are also available on an optional basis. These include mobile phone service

fitness centers and other wellness amenities.

What Else You Should Know

This posting is associated with position #197502

About Us

The HARRIS CENTER is the state-designated Local Mental Health Authority and Local Intellectual and Developmental Disability (IDD) Authority serving Harris County

Texas. As the largest behavioral and developmental disability care center in Texas

The HARRIS CENTER provided care to over 79,000 people in fiscal year 2019 and has an annual budget of over \$275 million.

As part of its mission to transform the lives of people with behavioral health and IDD needs in the third largest county in the United States

The HARRIS CENTER provides a full continuum of services at 86 different sites across Harris County. In addition

services are provided in more than 42 different languages as well as sign language in order to better serve what is one of the most diverse and multi-cultural communities in the nation.

By utilizing the unique expertise of its more than 2,300 employees

The HARRIS CENTER is committed to meeting the behavioral health and IDD needs of Harris County residents and giving them hope to live to their fullest potential.