

People Operations Specialist- ADA

#93877

REMOTE

Apply

Position Type

Full-Time

Shift

1st Shift - no week-ends

Work Schedule

9am-5pm

Requirements

The ideal candidate will possess the following qualifications:

- Bachelor's degree in human resources management or related field
- Prior experience in American with Disabilities Act (ADA) and Pregnant Workers Fairness Act (PWFA) laws and requirements.
- 3+ Years experience in Hr/employee relations or 5 years HR Generalist experience
- Strong written and verbal communication skills.
- Ability to handle difficult conversations with a high degree of confidentiality and customer service.
- The ability to work with staff at all levels of workforce.

External Description

Are you looking for an opportunity to advance your career while working with an extraordinary team? At Merakey, we put heart and soul into everything we do. We are seeking **People Operation Specialist- ADA** to join our team at our program.

Location: Remote (Open to Candidates Residing in PA, DE, FL, LA, MD, NJ, OH, TX, VA)

Position Details:

The ADA Coordinator is responsible for performing all the administrative and professional level functions for all employee requests under the Americans with Disability Act and Pregnancy Worker's Fairness Act. This position serves as the primary point of contact and subject matter expert for our ADA/PWFA compliance.

This role will also be responsible for conducting investigations as needed and to fill in for People Ops Partner support.

Position Details:

- Provides ADA support to all managers and employees to ensure compliance with laws, regulations, policies and standards.
- Maintains all ADA/PWFA accommodation documentation and case files and audit files to ensure compliance.
- Manages the ADA/PWFA accommodation request and approval process.
- Assures timely completion of necessary paperwork and communication related to all ADA/PWFA requests.
- Partners with WC Manager and Leave Manager on return-to-work processes to ensure any requests are properly managed and coordinated.
- Communicates with employees regarding their need for modifications to their work schedules, duties, or positions based on medical needs.
- Partners with People Operations Partner and/or Manager as it pertains to more complex ADA/PWFA cases.
- Monitors and updates policies according to state and federal ADA laws and regulations.
- Fill in as People Ops Partner where needed
- Assist with HR projects and coordination
- Serves as the subject matter expert, collaborates with Training Development and provides training to managers on ADA processes and regulations.

Earn between \$70,000-\$75,000

To fill out an on-line application: www.merakey.org/careers

Requisition number: 93877

Benefits

Merakey offers medical, dental - vision insurance plans, competitive compensation plans and more!

- **DailyPay**
- Work/Life Balance
- Flexible Schedules
- Cell Phone Discount Plans
- Employee Referral Bonuses
- Tuition Reimbursement
- Care.com Membership

About Merakey

Merakey is a non-profit provider of developmental, behavioral health, and education services. More than 8,000 employees provide support to nearly 40,000 individuals and families throughout 12 states across the country each year. [Click here to watch a video about Merakey.](#) **Merakey strictly follows a zero-tolerance policy for abuse.**

Merakey is proud to be an Equal Opportunity Employer! We deeply value diversity and do not discriminate on the basis of race, religion, color, national origin, ethnic background, sex, gender, gender identity, sexual orientation, age, marital status, veteran status, genetic information, or disability status. Moreover, we are committed to creating teams that reflect the diversity of the communities we serve and encourage applicants from underrepresented backgrounds to apply. Merakey welcomes all Veterans to apply!

#LI-REMOTE