



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Washington, DC

SSAI-OAR-0070

Human Resources Specialist

Senior Service America, Inc. is recruiting for a Human Resources Specialist position within the Senior Environmental Employment (SEE) Program (55 years of age or older) that provides support to the United States Environmental Protection Agency (EPA) in Washington, DC.

Role and Responsibilities: Position supports the implementation and management of various Human Resources Programs including Workers' Compensation and the Drug Free Workplace Programs. Including:

- Assist all employees and supervisors with timely filing of the injury compensation form after an injury occurs
- Use AQS to review and conduct quarterly and annually Office of Workers' Compensation Programs (OWCP) case reconciliation
- Answer complex workers' compensation questions and provide guidance
- Update the agency-wide Worker's Compensation Policy, including creating a return to work Program
- Review long term cases and coordinate with various stakeholders to support return to work as appropriate
- Support Implementation/update to Agency's Drug Free Workplace Program

Qualifications and Education Requirements: Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; HS/GED; 5 years' experience in OWCP & Drug Free Workplace Programs; previous training in eComp, AQS, random testing/testing designated positions, HR Information Systems desired; ability to use Windows Office Suite (MS Word, MS Excel, PowerPoint).

Hours & Compensation: Full-Time position working 40 hours per week @ \$26,457 per year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to: seep_resumesmd@ssa-i.org. In the Subject Line of email, please type *Human Resources Specialist*.