

Christian Health Care Center

JOB DESCRIPTION

TITLE:	Human Resource Assistant
REPORTS TO:	Human Resource Manager
FLSA STATUS:	Non-Exempt, Hourly

JOB SUMMARY: This position is the primary support for the Human Resource Department including processing and filing of various human resources forms, records and reports, development of personnel-related reports, assisting in the selection processes and performing various administrative duties.

ESSENTIAL JOB FUNCTIONS:

1. Performs word processing, completes various types of correspondence.
2. Performs filing duties and assists with the maintenance of employee personnel files. Assists with periodic auditing of employee licensing to ensure current licensing status.
3. Enters and maintains personnel information and benefits data in computer system.
4. Provides various human-resources information to management team and assists in the development of human resource-related reports as requested.
5. Assists in the selection process, including processing job requisitions, developing job postings, placing job advertisements, processing applications, and providing other selection support as needed.
6. Assists in conducting employee background and reference checks in accordance with facility's established procedures.
7. Assists in obtaining and processing documentation on licensure, work eligibility documentation, and other new hire paperwork.
8. Assists in obtaining benefit information for new employees.
9. Assists with the administration of other HR-related programs such as the new hire orientation program and recognition.
10. Assists in the administration of CHCC's drug testing program, including applicant notification and processing, proper results filing.
11. Prepares and distributes Employee Performance Evaluation forms for supervisors and Employee Feedback sheets.
12. Provides back up for the time card portion of payroll.
13. Monitors employee attendance records and notifies department managers of employee attendance issues as directed.
14. Provides assistance in the attainment of department objectives by performing special projects and studies as requested.

15. Functions as a resource for CHCC staff to address Human Resource questions and problems.

OTHER JOB FUNCTIONS:

11. Provides break relief for the Receptionist as assigned and may serve as vacation relief for Receptionist as needed.
12. Assists in the organization of company-sponsored events, activities, and functions.
13. Attends staff meetings and training as requested.
14. Performs other human resource-related duties and projects as assigned.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in a fast-paced office environment with frequent interruptions. Work is balanced between providing professional human resources services with providing caring support to the employees, management team, and patients. Incumbent must be able to effectively utilize computers and related software, computer printers, adding machine, photocopier, telephone system (multiple line), and fax

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- General knowledge of various employment laws and practices.
- Experience in administration of benefits and other HR programs.
- Accurate data entry and word processing skills.
- Detail-oriented and strong mathematical skills.
- Proficient with various computer software including Microsoft Word and Excel.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Ability to maintain strict confidentiality with sensitive employee information.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Physical ability to perform the essential job functions including, but not limited to, sitting, traveling, communicating (verbal and written), and computer keyboard manipulation. The employee is occasionally required to reach with hands and arms, stoop, kneel and lift/move up to 15 pounds.

Education and Experience:

- High school diploma and one year experience in an office setting providing administrative support required.
- HR experience preferred.

GENERAL PHYSICAL REQUIREMENTS

Strength: Lifting and carrying general office supplies and files; typically weighing less than 20 pounds.

Manual Dexterity: Ability to consistently perform simple motor and manipulative skills such as standing, walking, etc., and moderately difficult manipulative skills such as typing and word processing.

Mobility: Ability to sit for long periods of time; move throughout the office setting; ability to reach above shoulders, bend or kneel to retrieve information.

Visual Discrimination: Ability to consistently identify objects and persons at a distance; read fine print on applications and other HR forms.

Hearing: Ability to consistently distinguish normal sounds with some background noise; multiple sounds in a stimulated environment; and verbal language and

tones on the telephone.

Speech: Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.