



Job Documentation

JOB TITLE: Human Resources Assistant	JOB CODE: S180
DEPARTMENT: Human Resources	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Human Resource Director	EFFECTIVE DATE: October, 2020
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Human Resource Assistant provides support to the delivery operations of the human resource department. Responsibility may include maintaining employee’s personnel records, projects and tasks. Supports all CCCH department with HR functions. This role provides administrative support to the human resource director with function as needed.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Associate's degree or equivalent from two-year College or technical school
- Six months to one year related experience; or equivalent combination of education and experience

Certificates, Licensure, Registrations

- SHRM credential preferred

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed



- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to performs other related duties as assigned

SIGNIFICANT DUTIES

- Assist in administering the health and welfare plans, including enrollments, changes and terminations
- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions
- Performs customer service functions by answering employee inquires
- Assists with recruitment and interview process
- Tracks status of candidates and responds with follow-up letters at the end of the recruiting process
- Schedules meetings and interviews as requested by the director of HR
- Assist in hiring and rehiring staff(background checks
- Assists with new employee orientation (e.g. introducing personnel, benefits policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files
- Assists with processing of terminations
- Assists with the preparation of the performance review process
- Makes photocopies; mails, ID badges, answers telephone scans and emails documents; and performs other clerical functions
- Files documents into appropriate employee files
- Maintains a variety of employment files and records, (e.g. applicants, certificate/licensures, background records, job descriptions, etc.) For the purposes of compiling pertinent employee information, ensuring accuracy of employee's records
- Performs other related duties as assigned



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date