

Job Description

Position Title: Human Resources Representative

Location: Non-exempt

Hours: Monday-Friday, 8:00 am-5:00 pm

Summary: The human resource specialist is responsible for performing HR-related duties on a professional level and works closely with the Human Resources Administrator and Practice Administrator. This position provides support in the following functional areas: Recruitment, Onboarding, Leave Administration including Worker's Compensation, and serves as a HR resource to staff and management. This position also functions as back-up to other HR functions when necessary.

Duties and Responsibilities (includes, but is not limited to the following):

- Provides overall administrative and clerical support to the Human Resources Department, including setting appointments, organize new hire packets, order supplies, employment verifications, and other related tasks.
- Tracks employee compliance relating to licensure, certifications, and position training.
- Facilitates the hiring process, including recruitment advertising, job offers, reference checks, pre-employment drug, health & criminal record clearance, work authorization (I-9s) and work permits. Participates in interview and selection process as assigned.
- Provides training in such areas as new employee orientation, supervisor training, safety training, and mandated Federal, State, and company compliance training. Coordinates department-specific and ongoing training with department managers/supervisors.
- Administers a comprehensive leaves program including Workers Compensation.
- Assists with projects and events, including but not limited to open enrollment, employee communications and company-wide meetings and celebrations.
- Partners with employees and managers to ensure human resources is viewed positively throughout the organization.
- Participates in developing department goals, objectives and systems.
- Participates in the development of job descriptions.
- Conducts investigations and partners with management on employee relations as needed.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Assists in the development and implementation of personnel policies and procedures as they relate to functional areas.
- Follows all federal, state and company policies, health codes and guidelines.
- Performs all duties in a safe and efficient manner. Reports any safety hazards and/or accidents to supervisor.
- Creates forms and templates for functional areas.
- Performs other duties as required or assigned.

Supervisory

- This position has no direct supervisory responsibilities.

Education, Licensure and/or Certifications

- High School Diploma
- Undergraduate degree preferred.
- PHR or SPHR preferred.

Experience

- Three years Human Resources experience; healthcare organization preferred although not necessary.

Knowledge, Skills and Abilities

- Excellent oral and written communication skills.
- Strong attention to detail and time management skills.
- Strong organizational skills, attention to detail and time management skills.
- Knowledge of correct English usage, including spelling, grammar and punctuation.
- Proficiency in Microsoft Office Outlook, Word, Excel, Power Point.
- Knowledge of state and federal employment laws relating to key areas of responsibility.
- Ability to work independently with little supervision.
- Ability to work in an environment with frequent interruptions and a high volume of activity.
- Ability to effectively handle interpersonal relationships and sensitive HR issues.
- Ability to use basic Microsoft Office applications.

Physical Demands: The physical demands described here are representative of those that may need to be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires prolonged sitting, some bending, stooping and stretching.
- Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Requires lifting papers or boxes up to 50 pounds occasionally.

Work Environment: The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment and may involve frequent contact with staff.