

Muleshoe Area Medical Center Position Description

Job Title: Human Resource Assistant
Department: Human Resource
Reports To: Administrator/HR Specialist
FLSA Status: Non-Exempt

SUMMARY: Provide administrative support with the implementation of services, policies, and programs aimed at maintaining a safe, positive environment of the company. Maintain and enhance positive working relationship with all fellow employees, patients and public.

QUALIFICATIONS:

- Maintains discretion and confidentiality in communications.
- Knowledgeable of the benefits programs.
- Knowledgeable of timekeeper and payroll record keeping procedures.
- Excellent communication and people skills.
- Excellent computer skills, EXCEL preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support human resources processes by adhering to company policies and procedures.
- Follow and monitor confidentiality guidelines via HIPAA policy and procedures.
- Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation and unlawful discrimination.
- Safeguard restricted or confidential information.
- Regardless of personal interests, support decisions made by organization that is both ethical and legal.
- Maintain employee personnel files.
- Acquire and disseminate information through ethical and responsible means.
- Liaison between corporate and employees.
- Add/delete employees from the time system.
- Ensure all employee time is approved and correct before processing of payroll, completes payroll time spreadsheet, sends to corporate for processing.
- Ensures each new hire candidate has a completed criminal history check and a drug screen performed before being hired.
- Prepares new hire packet for HR Specialist to use during orientation.
- Knows and understands the policy and procedures in the Employee Handbook.
- Ensures all employee records, hiring process, exit interviews, benefit information are complete and updated in a timely manner.
- Ensures all new employee information, employee change forms have been sent to corporate office.
- Ensures employee health applications/changes/terminations are completed and sent to the corporate office in a timely manner.
- Upon termination of an employee's health insurance, ensures COBRA benefit information is given to the employee.

- Ensures each employee has signed acknowledgements on any new policies and forms as needed.
- Ensures employees have completed all required annual training programs.
- Ensures job openings/opportunities for needed employees are posted in proper locations/publications/websites.
- Assists Administrator/Supervisors as a witness for employee counseling sessions/exit interviews in the event HR Specialist isn't available.
- Demonstrates ability to handle conflict with staff and public and in a timely manner, in the absence of the administrator and/or HR Specialist.
- Communicates and provides appropriate feedback with Administrator and other department heads.
- Maintains mandatory educational requirements.
- Miscellaneous duties as assigned requested and/or required.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED
- Experience in Human Resources, preferred
- Bachelors degree, preferred
- Customer Service training, preferred

LANGUAGE/READING SKILLS:

- Communicate in English verbally and in writing.

MATHEMATICAL SKILLS:

- Must have basic mathematical capabilities.

REASONING ABILITY: Employee responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

WORK ENVIRONMENT: Employee is regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Employee must frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to lift 50 pounds. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date