



Heart of Ohio Family Health Job Description Human Resources Coordinator

Summary: Supports Human Resources in the following manner: Administrative duties include maintaining personnel records, managing HR documents (e.g. employment records and onboarding guides) and updating internal databases. Ability to prioritize the various tasks as needed in a timely manner. Ability to Support employees while conforming to labor laws.

Reports to: Director of Human Resources

Supervises: N/A

Dress Requirement: Business casual in accordance to Heart of Ohio Family Health Center's (HOFHC) dress code policy

Work Schedule:

Monday through Friday during standard business hours, may include some non-standard hours.

Exempt

Non-Exempt

Job Duties:

- Ability to organize and maintain personnel records
- Act as a liaison with insurance broker and foster effective relationships
- Handle Employee benefits, manage Open Enrollment
- Update internal databases (e.g. record sick or maternity leave)
- Prepare HR documents like employment contracts and new hire guides and paperwork
- Revise company policies as it relates to Human Resources
- Liaison with external partners, like insurance vendors, and ensure legal compliance
- Credentialing and re-credentialing of organizations providers and other clinical staff
- Create regular reports and presentations on HR metrics (e.g. turnover rates)
- Answer employee's queries about HR-related issues

- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Perform recruitment activities, interview and evaluate candidates for select positions
- Maintain related records
- Complete Employee Verifications
- Must attend HR related meetings and functions
- May conduct New Employee Orientations and Onboarding
- Participate in HR projects
- Assist in writing, revising, editing and proofreading company policies and procedures as it relates to Human Resources
- Post job openings
- Other duties as needed by department

Job Qualifications: (Experience, Knowledge, Skills and Abilities)

- Proven work experience as an HR Coordinator, HR Administrative Assistant or relevant role
- Computer literacy (MS Office applications, in particular)
- Thorough knowledge of labor laws
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills
- BS in Human Resources or relevant field (Required)
- Demonstrates a sense of maturity that enables a positive and effective handling of any operational situation
- Sound knowledge of health, safety and environmental regulations
- Quickly make accurate decisions that result in a positive outcome
- Possess a strong work initiative while handling multiple tasks
- Ability to communicate (orally and in writing) in a professional manner
- Ability to work in conjunction with other employees and business associates
- Ability to maintain an established work schedule to ensure dependability, accuracy of work quality, and a harmonious, consistent work environment
- May be assigned other duties as required

Equipment Operated:

Telephone	Computer	Printer
Fax machine	Copier	Other office equipment as assigned

Facility Environment:

Heart of Ohio Family Health Centers operates in two locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224, 5560 Chantry Drive

Columbus, Ohio 43232. All facilities are a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. Both facilities are on the main ground floor and ADA compliant.

This position’s primary work area is Registration or business offices.

This work area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person’s voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual



Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency, 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed</i>
Normal, steady work pace	2
Randomly changing work pace	2
Fast, sometimes chaotic, high stress work pace	2
Independent decisions made without supervision	2
Exposure to trauma, grief, death, etc	0
Exposure to disease or bacteria	0
Handles closed containers or vials of	0

patients' bodily fluids or tissues	
Required to wear safety clothing or equipment	0
Handles money or financial accounts (cash, checks or credit cards)	2 (Credit Card)
Interacts personally with public and business associates	2
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	2

I have read this job description and understand the duties and tasks I am to perform regarding my employment. I understand the responsibility that is given to me in maintaining accurate records, superior customer service, confidentiality and the confidence that is entrusted to me. I understand that failure to accurately perform the tasks in a superior manner or exercise the duties as stated above will subject me to disciplinary action, up to and/or including termination of employment. I understand that I can seek clarity of duty or responsibility at any time from my manager. I understand this job description is not a contract of employment and my employment is *at will*.

Signature

Date

Print Name

Original to Personnel File
Copy to Employee