



<p>Heart of Ohio Family Health Center Human Resources Assistant</p>
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Summary: The Human Resources Assistant will perform administrative tasks and services to support effective and efficient operations of the organizations Human Resources Department.

Reports to: Senior Director, HR

Supervises: N/A

Dress Requirement: scrubs in accordance to Heart of Ohio Family Health Center's dress code policy

Work Schedule:

Monday through Friday standard business hours

40 hours per week, times are subject to change based on staffing needs.

Exempt

Non-Exempt

Job Qualifications (Knowledge, Skills, and Abilities)

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.

- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Supports the HOFHC mission and vision statements holding self and others accountable and role modeling excellence for all to see. For example: demonstrates friendliness and courtesy, effective communication creates a professional environment and provides first class service.
- Meets population specific and all other competencies according to department requirements.
- Promotes a Culture of Safety by adhering to policy, procedures, and plans that are in place to prevent workplace injury, violence or adverse outcome to associates and patients.
- Relationship-based care: Creates a caring and healing environment that keeps the patient and family at the center of care throughout their experience at HOFHC following mission and vision.

Education and Experience

- Associates degree in related field required.
- Prior related office experience preferred.

Facility Environment:

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

This position's primary work area is patient examination rooms and nursing stations. The patient examination rooms and nursing stations areas are:

- 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

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2 To accommodate the organization @ all sites as needed
Fast, sometimes chaotic, high stress work pace	2
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc.	0
Exposure to disease or bacteria	0
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	(Masks are required for all COVID -19)
Handles money or financial accounts (cash, checks or credit cards)	0
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

If you are qualified and interested in this position please submit your resume to jwoodard@hofhc.org or gsterling@hofhc.org