



JOB DESCRIPTION

Job Title: Human Resource Assistant

Department: Administration

Reports To: Human Resources Director

Position Summary:

Responsible for assisting with Human Resource functions, including benefits administration, recruiting and staffing, employee development, and training for hospital and nursing home employees.

Qualifications and Requirements:

1. Educational Requirements:
 - Prefer Bachelor's degree in related field.
 - Must be able to read, write, speak and understand English.
2. Experience Requirements:
 - Prefer minimum of 3 years' experience in Human Resources.
 - Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.
3. Special Skills or Training:
 - Must have considerable knowledge of employment law, HR policies and practices, employee compensation and benefits, recruitment, selection and training.
 - Basic computer skills.
 - Ability to perform mathematical functions.
 - Ability to evaluate and interpret information and make independent decisions.
 - Positive attitude toward the elderly and ill.
4. Physical Requirements:
 - Walking, bending, standing, sitting, lifting, grasping, fine hand coordination.
 - Ability to hear.
 - Ability to remain calm under stress.

Essential Duties and Responsibilities:

1. Assist with the development, implement and enforce personnel policy and procedures.
2. Assist with employee benefit programs including group health insurance, life insurance, flexible spending and dependent care programs, cafeteria plans, etc.
3. Assist with managing reports, including quarterly reports, unemployment, EEO-1 SURVEY, wage surveys, etc.
4. Strictly follow established procedures and federal and state regulations regarding employee rights, including FMLA, ADA, Workers Compensation, COBRA, etc.
5. Assist and advise Human Resource issues.
6. Analyze staffing issues and consult with the HR Director to develop strategies that meet organizational needs.
7. Maintain all personnel records and transactions such as hires, salary changes, performance reviews, disciplinary actions, terminations, etc.
8. Meet with staff to identify and resolve problems.

9. Use excellent customer service skills; establish and maintain effective working relationships with employees, managers, and all members of the general public.
10. Stay abreast of new trends, innovations, laws, and regulations, etc. in the field of human resources.
11. Publish Employee newsletters.
12. Coordinate special events such as Employee Appreciation and staff Christmas party.
13. Prepare for and attend all required meetings.
14. Maintain Resident, Patient, Employee, and Facility Confidentiality.
15. Know and comply with Residents' Rights rules.
16. Treat Residents, Patients, Visitors and Co-workers with kindness, dignity and respect at all times.
17. Attend and participate in orientation, training, mandatory education, in-services, staff meetings and education courses to further improve knowledge and skills, including Incident Command System training (ICS) for emergency preparedness.
18. Promote teamwork; encourage others to work to the best of their ability.
19. Have a positive attitude; be willing to accept change; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; cooperate with other managers and administration and show respect at all times; speak well of company and job.
20. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date