

**COMMUNITY HEALTH CARE SYSTEMS, INC.
HUMAN RESOURCES ASSISTANT JOB DESCRIPTION**

JOB SUMMARY: Assist in the planning, organization and directing of all the human resources functions of the center including credentialing, employment, compensation, employee and labor relations and confirmation of training of employees. Performs other administrative duties as requested.

JOB CLASSIFICATION: Non-Exempt

RATING DUTIES AND RESPONSIBILITIES:

- A. Ensures accuracy of all human resources systems:
 - 1 2 3 4 Assists in recruitment, interviews and reference checks and hiring new employees.
 - 1 2 3 4 Assist in developing techniques and procedures and directs the activities of recruitment, placement, orientation and training to achieve center objectives.
 - 1 2 3 4 Interprets center policies and regulations o new employees.
 - 1 2 3 4 Assist in tracking FMLA and workman’s compensation claims
 - 1 2 3 4 Assist in new hire orientation.
 - 1 2 3 4 Assist in establishing, verifying and maintaining electronic credentialing and personnel files and records on an ongoing basis.
 - 1 2 3 4 Assist in updating and/or creating job descriptions and personnel evaluations.
 - 1 2 3 4 Assist in revision of LIP and HR policies per CHCS, Inc. policy, Joint Commission, HRSA and all other state and federal laws.
 - 1 2 3 4 Assist in Non-LIP credentialing.
 - 1 2 3 4 Assist in tracking and ensuing all CHCS, Inc. staff have current health files, PPD immunizations and BLS training.
 - 1 2 3 4 Assists in student clinical rotations including MOUs and orientation.
 - 1 2 3 4 Assists in annual training for employees.
 - 1 2 3 4 Ensures legal posters are updated and displayed appropriately in each CHCS, Inc. facility.
 - 1 2 3 4 Performs other duties as assigned.

- B. Manages environment of care in safe and efficient manner:
 - 1 2 3 4 Ensures work area is kept clean and orderly.
 - 1 2 3 4 Reports equipment failure or hazardous environment conditions to appropriate person promptly.
 - 1 2 3 4 Complies with Center policies related to safe environment and employee/patient health and safety.
 - 1 2 3 4 Responds appropriately to emergencies or drills.
 - 1 2 3 4 Demonstrates frequent hand washing using good technique.
 - 1 2 3 4 Practices good body mechanics and ergonomics when performing duties.
 - 1 2 3 4 Keeps work area stocked with appropriate supplies.

- C. Protects the confidentiality of medical records of various media forms (including written, computer generated, audio, video, or other forms of media) as per CHCS policies and HIPAA regulations:
 - 1 2 3 4 Reports actual or potential breaches of confidentiality to appropriate personnel.

- D. Demonstrates competency in skills:
 - 1 2 3 4 Maintains current skills checklist.
 - 1 2 3 4 Seeks assistance and clarification as needed.
 - 1 2 3 4 Seeks out new learning experiences.
 - 1 2 3 4 Attends and participates in in-services/continuing education activities as directed.

- E. Demonstrates professionalism:
 - 1 2 3 4 Upholds the confidentiality of all patient/provider information.
 - 1 2 3 4 Upholds patient rights related to health information.
 - 1 2 3 4 Handles all appropriate communication whether written or verbal in a courteous, professional manner.

Employee Name:
Human Resources Coordinator Job Description

Date of Hire:

- 1 2 3 4 Follows the Center's dress code.
- 1 2 3 4 Demonstrates responsibility for maintaining unquestionable attendance record.
- 1 2 3 4 Recognizes and utilizes appropriate chain of command.
- 1 2 3 4 Gives and receives constructive criticism in a professional and respectful manner.
- 1 2 3 4 Demonstrates ability to prioritize work and meet deadlines.
- 1 2 3 4 Maintains confidentiality of Center business and quality improvement activities.
- 1 2 3 4 Participates in improving organizational performance activities as requested.
- 1 2 3 4 Regularly attends and participates in staff meetings and work team as assigned.
- 1 2 3 4 Performs other duties as requested by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Good interpersonal communication skills.
2. Demonstrates diplomacy with patients/other health care providers/visitors/vendors, etc.
3. Works easily and effectively with others
4. Ability to problem solve and make decisions independently
5. Demonstrates initiative, integrity and accountability
6. Ability to function in a stressful environment
7. Ability to operate basic office equipment
8. Ability to comply with employee and patient safety policies

MINIMUM QUALIFICATIONS:

High School Diploma or GED
Highly recommend HR and/or medical experience

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:

Good general health. Requires prolonged sitting, some bending, stooping, kneeling, crouching and stretching. Hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment of the tasks assigned. Requires adequate eyesight. Occasional lifting and carrying of up to 10 lbs. Possible exposure to potentially toxic substances: electrical, flammable, explosive gas hazards; and other conditions common to a clinic environment. Some works areas are small. Noise may be moderate. Requires working under stressful conditions. Requires exposure to unpleasant elements common to health care (illness, emotional distress, trauma, etc.). Is able to perform job functions with proper technique.

Employee Name:
Human Resources Coordinator Job Description

Date of Hire:

EVALUATIONS:

Is evaluated annually.

JOB RELATIONSHIPS:

Supervised by: HR Coordinate
Employees Supervised: None

PERFORMANCE MEASURES RATING SCALE

- Level 4 Performance consistently meets and frequently exceeds the level of performance expected of a Fully qualified/experienced employee. (Exceeds Expectations)
- Level 3 Performance consistently meets the level of a fully qualified/experienced employee. (Meets Expectations)
- Level 2 Performance is generally acceptable, but performance is less than the level of a fully qualified/ Experienced employee. Improvement in one or more areas is needed to bring up to a Level 3. (Needs Improvement)
- Level 1 Performance is below an acceptable level. Substantial improvement is needed to be rated at Level 2. (Does Not Meet Expectations Consistently)

Reviewed:

Employee Signature*

Date

Chief Executive Officer Signature

Date

*My signature means I attest I am Fit for Duty meaning I can perform all assigned duties and responsibilities, meet the typical physical demands and work in the defined working conditions of this Job Description.

*My signature means I have reviewed this evaluation with my supervisor and does not imply that I agree with this evaluation.

Revised 9/19