

Collingsworth General Hospital Position Description

Job Title: Human Resource
Department: Human Resource
Reports To: Administrator
FLSA Status: Non-Exempt

SUMMARY: Support Administrator and Corporate policies and procedures and assure they are presented to employees timely. Maintain and enhance positive working relationship with all fellow employees, patients and public. Encourage employees to seek higher production levels, suggest correct procedures along with encouragement to resolve issues in their department by following protocol.

QUALIFICATIONS:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Adhere to and advocate the use of policies and procedures on conflicts of interest within organization.
- Acquire and disseminate information through ethical and responsible means.
- Ensure only appropriate information is used in decisions affecting the employment relationship.
- 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.
- Investigate the accuracy and source of information/complaints before allowing it to be used in employment-related decisions.
- Safeguard restricted or confidential information.
- Regardless of personal interests, support decisions made by organization that is both ethical and legal.
- 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.
- Provides new employees with new hire packet, explaining policies and procedures, health insurance options and distributes Employee Handbook.
- Knows and understands the policy and procedures in the Employee Handbook.
- Ensures each new employee has a health physical and all new hire forms have been received and properly filed.

- 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.
- Provides employment verification upon request with proper authorization for employee.
- 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.
- Demonstrates ability to handle conflict with staff and public and in a timely manner, in the absence of the administrator.
- 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