JOB TITLE: HR Assistant
SUPERVISED BY: CHRO
STATUS: Full-Time, Exempt
Via Care Community Health Center

DUTIES AND RESPONSIBILITIES

The HR Assistant The human resources assistant is responsible for performing HR-related duties on a professional level and works closely with the CHRO in supporting all VCCHC clinic locations. This position carries out responsibilities in the following functional areas: employee health, compliance, training, credentialing and privileging, policy implementation, and employment law compliance. Will also serve as a link between an organization's management and its employees.

- Ensures policies and procedures are followed advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits striving for consistency, continuity, fairness, and standardization.
- Ensures VCCHC is compliant with federal and state employment labor laws, and regulatory bodies by assisting regular audits.
- Keeps current with employment labor laws and regulations.
- Administers benefit programs and leave of absences.
- Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VCCHC business.
- Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
- Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
- Respect privacy, confidentiality, and dignity of our patients, family members, visitors and co-workers.
- Assist in all aspects of the credentialing process for all providers and line staff as designated and required by HRSA and FTCA guidelines.
- Perform other related duties, which may be inclusive, but not listed in the job description.

QUALIFICATIONS
- Minimum 6 months of Human Resources experience
- High school diploma or equivalent • Must have advanced computer skills to include, keyboarding and familiarity in operating Windows software, and accurate data entry.
• Must be proficient in Microsoft Office (Excel, Word, & Outlook)
• Proficient written and verbal communication skills.
• Problem solving/analysis with a thorough understanding of common human resources practices and knowledge.
• Manages time and resources effectively to deliver consistent results.
• Strong oral and written communication skills. Strong facilitation skills, experience leading presentations or workshops.

SPECIAL REQUIREMENTS
• Must have a reliable automobile for use on the job (mileage to be reimbursed);
• Subject to a criminal background check prior to employment;
• Valid California Driver License and automobile insurance coverage;
• TB clearance, Influenza. to be renewed every year.
• Covid Vaccine