

## **HR Assistant/Recruiter**

Full-Time Position

### **SUMMARY**

This position provides administrative support of the day-to-day operations of the human resources functions and duties. The HR Assistant /Recruiter carries out responsibilities in the following functional areas: recruitment, hiring and orientation, benefits administration, training, performance evaluation, recordkeeping and credentialing. HR Assistant shall perform duties based on policies and procedures.

### **RESPONSIBILITIES**

#### **Recruitment, Hiring and Orientation**

Administer general and job-specific tests for applicants.

Schedule and Conduct Prescreens

Schedule interview with hiring manager

Assist with New Hire Orientation including preparing new hire orientation packages, create personnel file, and setting up and invite MT staff for New Hire lunch

Create and maintain employee ID

#### **Training**

Maintains training sign-in sheets, post-test files and grading, training schedule and venue reservation.

Develops PowerPoint presentations for Monthly Staff Training and Monday Policy and Procedure training

Plans logistical set-up of training (reserving laptops, projectors, WebEx)

Responds to staff inquiries/employment verifications; HR follow-up on incomplete staff forms

#### **Performance Evaluation**

Conducts survey and tallies the score for each survey for Provider evaluations.

#### **Recordkeeping**

Filing/Organizing

Maintain personnel record and filing system, both in paper and in digital format

Maintain records in HRB (HR and Benefits software and EZLM (EZ labor manager software) as well as scanned documents.

Maintain and update emergency contact list quarterly

Maintain and update health clearance forms quarterly and TB symptom survey semi-annually

Maintain and update vehicle information semi-annually

Maintain all HR related forms, making sure all updated forms are accessible to all staff and in fillable pdf formats

Assist with audits as they related to HR Department's documents and records.

#### **Provider Credentialing**

Fill-out and submit Provider credentialing forms

Maintain and update Providers licenses and DEA's as well all licensed professionals CPR cards

Send notice of provider termination; ensuring providers are listed and enrolled in Healthcare LA IPA; ensuring quarterly report of providers list is routed to Management team.

### **Miscellaneous**

Provide various support for meetings and special projects

Other duties as assigned by HR Manager

### **QUALIFICATIONS**

- Minimum of Associates degree or two-year experience in Human Resources or administrative function
- Experience in handling confidential information with appropriate diligence
- Possess professionally acceptable written and verbal communication skills
- Must take initiative and be self-directed
- Demonstrated ability to adapt to rapidly changing priorities
- Organizational and detail skills
- High energy level and ability to work in a team environment
- Ability to work in a fast paced environment under pressures and strict deadline
- Ability to prioritize work well focusing on task that needs to be done timely.
- Working knowledge of Microsoft Office applications (specially Word, Excel and PowerPoint)

HR Procedural requirements:

- Legal authorization to work in the United States
- A valid California Driver's license with clean records and access to insured automobile
- Completion of KHEIR CLINIC Health Assessment Form
- Completion of DOJ background check

**TO APPLY:** Please email your (1) resume, (2) cover letter, and (3) minimum and desired salary to [hr@lakheir.org](mailto:hr@lakheir.org)