

## **T.H.E. CLINIC, INC.**

### **JOB DESCRIPTION**

**POSITION:** HUMAN RESOURCES COORDINATOR  
**DEPARTMENT:** Administration  
**STATUS:** Full-Time, Non-Exempt

#### **POSITION SUMMARY:**

Under the direction of Director of Human Resources, the HR Coordinator provides HR related support to the Department. Scopes of Function include Employee Relations, Recruitment, Employee Benefits, and credentialing.

#### **Essential Duties and Responsibilities:**

1. HR administration and maintenance of employee files
2. Benefits administration
3. Professional credentialing compliance and tracking
4. Recruitment, hiring and on-boarding for new employees
5. Prepare, conduct and organize payroll, new hire and employee orientation
6. Training and development for staff
7. Perform data management of staff medical licenses, medical records, and performance reviews.
8. Prepare reports and HR documents as needed
9. Send meeting reminders and take minutes for meetings as needed
10. Record keeping and document verification
11. Participate various audits
12. Prepare check requests for invoices for payroll
13. Perform and support clinic events as needed
14. Perform other duties as assigned.

#### **Required Education and Qualifications:**

- High School Diploma or equivalent
- Minimum of 3 years of administrative experience.
- Experience in non-profit organization or clinic is desirable
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Ability to work independently and a self-starter with minimal supervision
- Must possess the ability to follow instructions, and exercise good judgment when necessary
- Multi-tasked with the capability of setting and meeting realistic deadlines and timeframes.
- Handles confidential data with diplomacy and discretion.
- Excellent oral and written communication skills
- Excellent organizational skills
- Computer proficiency
- Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
- Bilingual preferred

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, keyboards, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Job Description Disclaimer**

This position requires compliance with Health Center’s written standards, including its Standards of Conduct and policies and procedures (“Written Standards”). Such compliance will be an element considered as part of the *HR Coordinator’s* regular performance evaluation.

Failure to comply with Health Center’s Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center’s Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center’s Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.

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Employee’s Signature

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Print Name

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Date

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Supervisor’s Signature

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Print Name

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Date