

COMPREHENSIVE COMMUNITY HEALTH CENTERS, INC.
JOB DESCRIPTION

EFFECTIVE DATE:

POSITION: HR COORDINATOR
REPORTS TO: DIRECTOR OF HUMAN RESOURCES
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

The human resource coordinator assists with and facilitates the human resource processes at all business locations. This position plays a key role in supporting the daily operations of the HR Department and ensuring an exceptional employee experience. The role will assist HR functions from coordinator onboarding and offboarding, and provide support across various HR functions. The ideal candidate is detail-oriented, proactive, and comfortable working in a fast-paced environment while handling sensitive information with professionalism and confidentiality. This position will also work closely with HR leadership and employees at all levels to help drive a positive, organized, and compliant workplace.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains department office area in an organized and professional manner, including supplies and equipment.
- Coordinates activities, information meetings, and various training programs.
- Provides administrative support in the preparation of correspondence, reports, schedules, confidential materials, and various employee issues.
- Replenishes office supplies as needed.
- Answers the telephone in a professional manner and assists internal/external customers with any HR questions
- Provides administrative support to the HR department. Primary duty includes exercising discretion to all confidential files/notices. Must possess high independent judgement.
- Responsible for New Hire Onboarding process, HR Paperwork
- Coordinates weekly new hire orientation/training program.
- Assist with the implementing, training and development programs to ensure optimal company-wide performance
- Works closely with all employees to ensure a positive work environment.
- Maintain OSHA Logs and EEO-1 Reporting
- Manage the HRIS System
- Process PAN Forms.
- Generate and manage quarterly reports:
Licensure/Certification/TB/CPR/Licensure/Certification/Flu Shots-immunizations
- Manage HR Monthly/Quarterly/Annual Reports, I.e., Conflict of Interest,
- Prepare employee personnel files for Clinic Audits
- Management of all Personnel Files
- Performs miscellaneous job duties/projects as assigned
- Assist with the preparation of the performance review process
- Assists with recruitment and interview process.
- Prepare new employee files

- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation requests and assists with new-employee background checks.

EDUCATION, TRAINING AND EXPERIENCE

- Associate degree or Bachelor's degree preferred, ideally in Human Resources, Business Administration, Psychology, or a related field.
- High School diploma or equivalent, accepted with HR or Administrative experience.
- Prior experience in HR

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to find solutions when barriers are identified.
- Strong documentation skills.
- Ability to multi-task and prioritize when needed.
- Ability to independently seek out resources and work collaboratively.
- Ability to read, understand and follow oral and written instructions.
- Experience and work ethics that supports working within a high functioning, team-oriented environment.
- Demonstrates a willingness and ability to work under supervision.
- Ability to develop and maintain good working relationships with staff.
- Ability to use computer and learn new software programs.
- Excellent interpersonal skills reflecting clarity and diplomacy and the ability to communicate accurately and effectively with all levels of staff and management.
- Demonstrates ability to work in a regulatory climate that includes oversight of state and federal entities, payer contracts etc.
- Possesses ability to communicate effectively, both verbally and in writing.
- Possesses genuine respect for others and acceptance of their individual social and cultural traits.
- Proficient knowledge of Microsoft Outlook.
- Able to travel and attend professional meetings, conferences, trainings and clinic sites.
- Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams.
- Ability be highly organized.
- Ability to maintain confidentiality at all times.
- Performs other related duties as assigned.

PHYSICAL DEMANDS

Position requires prolonged sitting at a computer, some bending, lifting, stooping and stretching. Good eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, photocopy machine, telephone, and other office equipment is also required. Employee must have normal range of hearing and eyesight.

NOTE: The essential job functions for this position include, but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others

I acknowledge and agree to the terms of the job description:

Employee Name

Date

Employee Signature

Supervisor's Name

Date

Supervisor's Signature