

Premier Community HealthCare Group, Inc.
Job Description

Job Title: Human Resources (HR) Assistant
Department: Administration
Reports To: Chief Human Resources Officer (CHRO)
FLSA Status: Non-Exempt
Prepared Date: 4/2017 **Revised: 4/2021**
Approved By: Chief Human Resources Officer (HRO)

SUMMARY: Assists with the administrative support of day to day operations of the human resources department. Supports the Chief Human Resources Officer with data collection, benefits administration, talent management and overall HR operations. Responsible for ensuring HR data is entered accurately and kept up to date, including provider credentialing, license renewals and keeping in regulatory compliance with HRSA, EEOC, Worker's Compensation and other federal and regulating agencies. The HR Assistant will be a resource to our care team members is addressing routine HR questions and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist HR department and care team members on various human resource programs and procedures
- Maintain confidential personnel files and records, including entering employee data into HRIS system and manage transactions through the talent life cycle
- Obtain and maintain appropriate documentation for all provider and other licensed clinical professional credentialing files. Track license renewals and ensure updates are received and filed on time. Partner with CHRO to package credentialing files to go before the board of directors.
- Support training and development activities, including coordinating meetings and events, maintaining courses in the learning management system for annual compliance and employee development, and reporting for CHRO and Director of Risk Management & Compliance.
- Assist with benefit enrollment and ensure data needed for appropriate deductions are entered
- Enters data for payroll, Worker's Compensation/ OSHA and FMLA. Run reports as needed.
- Complete employee verifications and unemployment requests
- Coordinate the student and volunteer programs
- Support HR operations and reporting
- Assist in gather data and files needed for organizational initiatives, audits and on-site regulatory visits
- Always ensure confidentiality and privacy of our employees and patients.
- Keep other care team members informed when situations occur that disrupts timely patient flow through site.
- Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA)
- Duties and projects as assigned

SUPERVISORY RESPONSIBILITIES: None

KNOWLEDGE, SKILLS & ABILITIES:

1. Develop and maintain relationships with management teams and exhibit best-in-class customer service to our care team members
2. Maintains the highest professional, confidentiality and work ethic
3. Detailed-oriented and organized
4. Displays enthusiasm and a positive attitude toward the work, mission and vision of the organization
5. Exceptional communication skills and the ability to work with multiple levels within the organization
6. Ability to communicate effectively, verbally and in writing
7. Excellent grammar, spelling and interpersonal skills

8. Basic project management skills

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Associate degree in HR-related field required
2. Bachelor's preferred
3. Three (3) years' experience in an administrative, operational or human resource experience preferred
4. Experience with Microsoft Office products, specifically excel
5. Able to perform repetitive tasks.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands described here 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.

1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.
4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

CARE TEAM MEMBER PRINT NAME

DEPARTMENT

CARE TEAM MEMBER SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE