Jefferson Healthcare

JOB DESCRIPTION

JOB TITLE: Human Resources Assistant

DEPARTMENT: Human Resources

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Human Resources Officer

GRADE: 14

GENERAL POSITION SUMMARY:

Provides general receptionist responsibilities including greeting guests, answering and directing incoming calls, maintaining supplies and mail distribution. This position also provides a variety of administrative duties in support of the Human Resources department and must have the ability to maintain confidentiality and handle sensitive information with discretion.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Ensures clients/customers are greeted professionally and routed to the appropriate team member, answering phones promptly.
- Assists with other various duties, such as employee badge system, department mail and Microsoft Office to include mail merge projects and spreadsheets.
- Creates employee packets and helps to maintain employee personnel, leave, etc. files, scanning/uploading into HRIS system.
- Filing employee paperwork, certifications, licensures.
- Prepares and schedules meeting rooms (room arrangement, equipment).
- Assists with departmental projects, employee engagement as needed, including SharePoint site updates and maintenance.
- Receives and directs phone and person-to-person information.
- Responds to various requests and inquiries from Hospital management, staff, and public in a timely manner.
- Assists employees and applicants as needed with completing general paperwork and online applications.
- Provide visible HR presence with our employees and customers to enable real time engagement and solutions.

SECONDARY FUNCTIONS:

- Keeps HR team members informed of operational needs/problems.
- Assist with retrieving requested benefit information to employees.
- Completes file audits as directed.
- Other duties as assigned.

JOB SCOPE:

- Provides work support to others within the Human Resources department.
- Under general supervision, solves problems for self, adjusts on a priority basis. Complex problems are escalated to appropriate levels.

- Under general direction, examines moderately complex information and/or situations and prepares summary, including recommendations for review by others.
- Majority of decisions are made utilizing training and established policies/procedures.
- Operates somewhat complex equipment, may or may not require additional education or training, including computer hardware/software.

SUPERVISORY RESPONSIBILITY:

- None.

INTERPERSONAL CONTACTS:

- Employees and their family members of Jefferson Healthcare.
- Vendors, business partners, candidates, and guests of Jefferson Healthcare.

SPECIFIC JOB SKILLS:

- Ability to demonstrate values-based behavior.
- Maintains absolute confidentiality of information contained in personnel records and of the business conducted within the office, including but not limited to, salary data, reference information, corrective action processes, internal investigations, legal issues, and like matters.
- Organizes day effectively and manages tasks efficiently.
- Microsoft Office with emphasis on spreadsheets, data entry, customer service.
- Consistently attentive to detail with data entry, job description revisions, and policy and procedure revisions.
- Demonstrates flexibility with assignments and daily interruptions.
- Requires interpersonal skills, training, teamwork, problem analysis, customer service, independent judgment, or action.
- Ability to handle multiple projects/tasks.
- Ability to remain professional and exhibit spirit of helpfulness.
- Ability to apply safety measures appropriate to customer's age and development.
- Ability to work effectively and communicate appropriately for individual's age and development.
- Uses reference material when appropriate to better meet the requirements of individuals of different needs and development.
- Ability to read, write and communicate effectively in English.
- Ability to follow HIPAA policies to maintain the privacy and security of employee information.
- Ability to read, interpret and follow documents such as policies and procedures.
- Ability to read, analyze, and interpret general business periodicals, professional journals, medical records, technical procedures, or governmental regulations and safety rules.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to accurately perform mathematical calculations necessary to position.
- Computer knowledge, including Microsoft Office, Outlook, and other work-related computer systems.
- Ability to communicate effectively with clients while using appropriate discretion regarding sensitive or confidential information.

- Demonstrates effective hand hygiene practices and follows all Infection Control and Prevention policies. Participates in infection control rounding or other activities as requested.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or GED equivalency required.
- Associate degree or higher from an accredited education institution preferred.
- 1+ years of experience working in an administrative role.
- Proficiency with Microsoft Office suite and applications, emphasis on Excel and WORD, including SharePoint and Flows, or experience with website building strongly preferred.

JOB CONDITIONS:

- Clinical, hospital, or office environment
- May require irregular work hours, weekends, overtime
- May require travel to offsite locations or training
- Exposure to blood borne pathogens, hazardous chemicals/gases/substances, infection
- May require working under stressful conditions

I have read and understand the duties and responsibilities of this job description.

_____ _____

Signature Date

_____ _____

Print Name Badge #

Jefferson Healthcare

DESCRIPTION OF PHYSICAL DEMANDS

JOB TITLE: HR Assistant	**DEPARTMENT**: Human Resources

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities
Show the amount of time by checking the appropriate boxes below.

	— Amount of Time —			
	None	up to 1/3	1/3 to 1/2	2/3 and more
Stand:		X		
Walk:		X		
Sit:				X
Talk or hear:			X	
Use hands to finger, handle or feel:				X
Push/Pull:		X		
Stoop, kneel, crouch or crawl:		X		
Reach with hands and arms:			X	
Taste or smell:	X			

This job requires that weight be lifted, or force be exerted. Show how much and how often by checking the appropriate boxes below.

	— Amount of Time —			
	None	up to 1/3	1/3 to 1/2	2/3 and more
Up to 10 pounds:			X	
Up to 25 pounds:		X		
Up to 50 pounds:		X		
Up to 100 pounds:	X			
More than 100 pounds:	X			

This job has special vision requirements. Check all that apply.

- ✓ Close Vision (clear vision at 20 inches or less)
- ✓ Distance Vision (clear vision at 20 feet or more)
- ✓ Color Vision (ability to identify and distinguish colors)
- ✓ Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ✓ Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- ✓ Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- ✓ No Special Vision Requirements

Specific demands not listed: _____
_____
_____
_____
_____
_____

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.
Show the amount of time by checking the appropriate boxes below.

	— Amount of Time —			
	None	up to 1/3	1/3 to 1/2	2/3 and more
Wet, humid conditions (non-weather):	X			
Work near moving mechanical parts:		X		
Fumes or airborne particles:		X		
Hazardous chemicals or substances and/or infection:	X			
Toxic or caustic chemicals:	X			
Exposure to bloodborne pathogens:	X			
Personal Protective Equipment required:	X			
Outdoor weather conditions:	X			
Extreme cold (non-weather):	X			
Extreme heat (non-weather):	X			
Risk of electrical shock:		X		
Work with explosives:	X			
Risk of radiation:	X			
Vibration:	X			

The typical noise level for the work environment is:
Check all that apply

Very Quiet — Loud Noise
Quiet — Very Loud Noise
✓ Moderate Noise

Hearing:

- ✓ Ability to hear alarms on equipment
- Ability to hear patient call
- ✓ Ability to hear instructions from physician/department staff

REPETITIVE MOTION ACTIONS

	— Number of Hours —				
Repetitive use of foot control	0-1	1-2	3-4	5-6	7+
A. Right only					
B. Left Only					
C. Both	X				
Repetitive use of hands					
A. Right only					
B. Left Only					
C. Both					X
Grasping: simple/light					
A. Right only					
B. Left Only					
C. Both					X
Grasping: firm/heavy					
A. Right only					
B. Left Only					
C. Both			X		
Fine Dexterity					
A. Right only					
B. Left Only					
C. Both					X