



Cow Creek Government Office

Clinic Human Resources Coordinator

Job Code: 1109
Department: Human Resources
Location: Roseburg
Minimum Hourly: \$23.99

POSITION PURPOSE:

The Human Resources Coordinator assists the Cow Creek Health & Wellness Centers by providing daily oversight of the Human Resources function for all clinic employees.

ESSENTIAL FUNCTIONS:

- Verifies and maintains all credentialing for providers/medical staff.
- Maintains and updates employee files: HR, Employee Health, Agency, and Contract Services with accurate and complete information and maintains the HR grid and required tracking.
- Assists the Recruitment Coordinator in employee new hire packets and ensures accurate and timely completion of the new hire process and paperwork.
- Accurate and timely bi-weekly payroll processing with the coordination and support of corporate payroll
- Strong conflict resolution skills to help proactively address employee concerns and with the support of Human Resources Manager or Chief Human Resources Officer.
- Must be detail-oriented with expertise in problem solving, investigations, group dynamics, and interpersonal relations.
- Ensures confidentiality and professionalism is maintained when dealing with sensitive and confidential information.

QUALIFICATIONS:

- Bachelor's degree in human resources or related field, or a combination of education and experience required. SHRM or PHR certification preferred.
- Two or more years of experience in Human Resources with exposure to a broad range of functions required.
- Previous HR experience in a health care facility is preferred.
- Competency in Microsoft Office suite, as well as computer applications relating to Human Resources functions required.

- Familiarity with benefit administration, basic HR functions, Payroll Administration, and state and federal employment laws is preferred.

Cow Creek Government Office
Position: Clinic Human Resource Coordinator
Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent - 34-66%. Occasional - 6-33%. Intermittent - 1-5%}

1. **SITTING** - (Percent of time or hours per day? Surface? Foot Controls?) **Occasional**

2. **STANDING** - (Percent of time or hours per day? Type of Surface? Duration at one time?)
Frequent

3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Frequent/Varies**

4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Occasional**

5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Occasional 5-20#**

6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **Occasional**

7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasionally**

8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **Occasional**

9. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **Occasional**

10. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent**

11. **CRAWLING** - (Surface? Frequency? Distance?) **Intermittent**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or outside identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

— Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
— Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
— Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
— Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
— Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.