



## Cow Creek Government Office

### Position Description

**Position Title:** Health Operations Support Specialist **Department:** Health & Wellness Clinic

**Reports To:** Health Operations Officer

**FLSA Designation:** Non-exempt

**Date Written/Revised:** 03-01-2018/ 8-21-18

**Pay Grade:** 9

#### **POSITION PURPOSE:**

The Health Operations Support Specialist serves as a communication link between the Human Resources Department and the Health Operations Officer administrative office. The HOSS handles administrative support for Health Operations Officer with assigned duties to include other management staff higher organizational needs.

#### **ESSENTIAL FUNCTIONS:**

- Manage SharePoint site
- Manage all CCH&WC Personnel Files
- Manage the LMS training system for all departments
- Manage the Leave Request System for all departments
- Assist in creation and analysis of staff satisfaction surveys
- Manage Performance Appraisals and all post-surveys
- Liaison to Human Resources to coordinate new hire on-boarding, site visits, recruiting and retaining agreements
- Facilitate all-staff training programs
- Liaison to HR for all management reclassifications, promotions, pay increases or new positions to HR via PAF, Requisitions and other associated forms
- Maintains staff roster
- Coordinate with management employee recognition program
- Bi-weekly timesheet reviews for accountability
- Maintain the highest level of confidentiality

#### **QUALIFICATIONS:**

- Associate's Degree in Business Administration, or related field preferred. High School Diploma or GED required.
- Training programs experience.
- Proven competency in written and verbal communication skills required.
- Advanced skills in MS Word, Excel, Outlook, SharePoint, Publisher and PowerPoint required

- Understand, interpret, and apply general administrative, departmental and internal policies and procedures.
- Intermediate to advanced level of IT software systems.
- Current and valid Oregon Driver's License with the ability to qualify for the Cow Creek Drivers Program.
- Maintain a neat, clean, and well-groomed appearance at all times (specific standards available).