



Cow Creek Government Office

Position Description

Position Title: Wellness Center Personnel Support Admin **Department:** Health & Wellness Clinic

Reports To: Health Operations Officer

FLSA Designation: Non-exempt

Date Written/Revised: 10/5/18

Pay Grade: 8

POSITION PURPOSE: Provide Human Resources support within the CCH&WC and the Human Resources Department

ESSENTIAL FUNCTIONS:

- Coordinate all CCH&WC Personnel Files with the Human Resources department
- Manage the Leave Request System for all Clinic departments
- Maintains performance appraisal, committee, password lists, and other administrative spreadsheets
- Assist in creation and analysis of staff satisfaction surveys
- Manage Performance Appraisals and all post-surveys
- Coordinates new hire on-boarding, site visits, recruiting and retaining agreements with Human Resources department
- Assists the Health Operations Support Specialist with providing staff and administrative training programs
- Coordinate position description reclassifications, promotions, pay increases or new positions paperwork with the Human Resources department
- Maintains staff roster in coordination with the Human Resources department headcount and organizational chart
- Coordinate with management the employee recognition program
- Bi-weekly timesheet reviews for accountability
- Maintain the highest level of confidentiality

QUALIFICATIONS:

- Associate's or Bachelor Degree in Business Administration, or other health-related field preferred. High School Diploma or GED required.
- Training programs experience mandatory
- 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).

Cow Creek Government Office
Position: Health Operations Support Specialist

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?) **Continuous-80% of the shift**

2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?) **Occasional-10% of the shift 30 minutes at a time. Tile or carpeted floor surfaces.**

3. WALKING - (Percent of time or hours per day? Surface? Distance?) **Occasional-10% of the shift, 30 minutes at a time. Tile or carpeted surfaces and up to 500'.**

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

5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?) **Occasional-max 20#s, Boxes and supplies. To 100'**

6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance?) **Occasional-up to 20#s, boxes, paper and Supplies. Approx. 5 times per day**

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

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

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

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

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

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)
Position is performed in a temperature controlled building. Employee has the use of a computer.

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|----------|-----------------|--------------------------------------------------------------------------------------|
| <u>X</u> | Sedentary Work | = Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally |
| ___ | Light Work | = Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently |
| ___ | Medium Work | = Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently |
| ___ | Heavy Work | = Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently |
| ___ | Very Heavy Work | = Exerts over 100 lbs. of force occasionally, and up to 50 lbs. 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.