



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.