



Cow Creek Government Office

Human Resources Coordinator- Clinic

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.