

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION

TITLE: HUMAN RESOURCES ASSISTANT
DEPARTMENT: ADMINISTRATION
SUPERVISOR: HUMAN RESOURCES MANAGER
CLASSIFICATION: NON-EXEMPT FULL TIME

POSITION SUMMARY:

Under the general supervision of the Human Resources Manager, assists with LCTHC Human Resources functions and provides customer service to employees and applicants.

ESSENTIAL JOB FUNCTIONS:

- Assist with the distribution of job postings and advertisement within established personnel policies
- Assist with the application and interviewing processes
- Assist with the recruitment processes to include data entry and filing
- Prepares materials for recruitment and all LCTHC services for job fair events
- Provides customer service to applicants by phone and through written correspondence or emails
- Prepares new hire orientation packets and assist with the new hire processes
- Provide customer service to LCTHC employees
- Prepares new hire files and maintains up to date employee files
- Prepares benefits packages for new hires and benefit open enrollment and assists with the benefit enrollment processes
- Maintains up to date compliance files and follows up to obtain required documents from employees (I9 eligibility, background investigation report, FMLA and other HR processes)
- Collects/compiles and assists in variety of analysis and tracking of Human Resources data and follows up on required data.
- Assists with benefit bill expense coding and payroll deduction processes
- Assist with communication of all HR initiatives or changes in policy and procedures
- Assist with the coordination of employee morale activities to include the monthly birthday and anniversary posting
- Performs related duties as assigned

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- 1 year experience in human resources or comparable experience in a business office setting
- Understanding of applicable labor laws and practices
- High school diploma or GED
- Excellent interpersonal, verbal and written communication skills
- MS Office proficiency; Excel, Word, Power point
- Be able to comprehend and follow instructions and be able to multi-task
- Current valid driver license
- Be a strong team player

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment,

including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

Board Approved – July 21, 2015