

<b>Job Title:</b>	Human Resources Assistant	<b>Position #:</b>	AS-
<b>Job Family:</b>	Administrative Services	<b>FLSA Classification:</b>	Non-Exempt (Hourly)
<b>Reporting Supervisor:</b>	Director of Human Resources	<b>Salary Level/Range:</b>	AS-2

## JOB DESCRIPTION

**JOB SUMMARY:** The Human Resources Assistant is responsible for human resource support responsibilities including, but not limited to administrative functions. Provides support for the Human Resources Director and team, as needed.

### ESSENTIAL FUNCTIONS:

1. Creates and maintains complete and confidential files for each employee;
2. Assists the HR Generalist in creating packets used in the New Hire Orientation;
3. Coordinates and provides personnel file maintenance for all incoming HR documents;
4. Helps prepare materials for Job Fairs; may be asked to assist with job fairs;
5. Assists with reviewing insurance premium bills as needed;
6. Provide reference checks for incoming applicants, follows the reference check form with 3 references per candidate, updates the information received on a reference check form, communicates with the SR HR Generalist and Director with reference check updates and completions;
7. Assists with triaging and routing messages on department email as needed;
8. Provides clerical and administrative support including but not limited to faxing, scanning and copying documents for the HR Team;
9. Assists the Human Resources Team members with personnel related projects as assigned.

### ORGANIZATIONAL RESPONSIBILITIES:

1. Performs work in alignment with the BestCare's mission, vision, values;
2. Supports the organization's commitment to equity, diversity, and inclusion by fostering a culture of open-mindedness, cultural awareness, compassion, and respect for all individuals;
3. Strives to meet annual Program/Department goals and supports the organization's strategic goals;
4. Adheres to the organization's Code of Conduct, Business Ethics, Employee Handbook, and all other policies, procedures, and relevant compliance standards;
5. Understands and maintains professionalism and confidentiality per HIPAA, 42 CFR, and Oregon Statutes;
6. Attends required program/staff meetings and completes assigned training timely and satisfactorily;
7. Ensures that any required certifications and/or licenses are kept current and renewed timely;
8. Works independently as well as participates as a positive, collaborative team member;
9. Performs other organizational duties as needed.

### QUALIFICATIONS:

#### EDUCATION AND/OR EXPERIENCE:

- Associate's degree in human resources, business or related field plus one year of HR, accounting or administrative experience required *OR*

- High School Diploma (or equivalent) plus three years' equivalent in related experience (HR, accounting, administrative) required

**LICENSES AND CERTIFICATIONS:**

- Must maintain a valid Oregon Driver License or ability to obtain one upon hire, and be insurable under the organization's auto liability coverage policy (minimum 21 years of age and with no Type A violations in the past 3 years, or three (3) or more Type B violations)

**PREFERRED:**

- HR Certificate, PHR, or SHRM-CP a plus
- Experience in behavioral health or other healthcare field a plus

**REQUIRED COMPETENCIES:** Must have demonstrated competency or ability to attain competency for each of the following within a reasonable period:

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- High proficiency in MS Office 365 (Word, Excel, Outlook), HRIS or other databases, virtual meeting platforms, internet, and ability to learn new or updated software;
- Strong interpersonal and customer service skills and ability to provide a positive influence within the company;
- Strong communication skills (oral and written);
- Strong organizational skills and attention to detail, accuracy, and follow-through;
- Excellent time management skills with a proven ability to meet deadlines;
- Critical thinking skills
- Ability to maintain strict confidence as required by Human Resources standards, HIPAA, 42 CFR, and Oregon Statutes;
- Ability to build and maintain positive relationships;
- Ability to remain calm, function well and use good judgment in a high-paced and at times stressful environment;
- Ability to manage conflict resolution and anger/fear/hostility/violence of others appropriately and effectively;
- Ability to work effectively and respectfully in a diverse, multi-cultural environment;
- Ability to work independently as well as participating as a positive, collaborative team member.

**TOOLS AND EQUIPMENT USED:** Computer/laptop, copy/fax/scanning machines, printer, telephone or multi-line phone.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:** The work environment is respectful, multi-cultural and inclusive, and the characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the employee to dress in a manner that meets the standards for professional attire at Best Care or per department-or job-specific requirements (See Dress Code Policy in Employee Handbook). Other conditions/demands include:

- Primarily indoors (95%)
- Prolonged periods sitting at a desk and working on a computer/laptop, with occasional standing and walking
- Exerts force or lifts/carries up to 10-20 pounds at times

- Pushes/pulls 50-75 pounds occasionally
- Continuous use of arms, wrists, hands to perform repetitive tasks/motions
- Occasional grasping/squeezing and reaching above or below shoulder-level
- Must be able to hear alarms/telephone/audio/normal speaking voice
- Must have clarity of vision: Near (<20"); Mid (>20" to < 20'); Far (> 20')
- Must be able to drive motor vehicle to perform job
- May be exposed to communicable disease

**ACCEPTANCE AND EQUAL EMPLOYMENT OPPORTUNITY:**

BestCare provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin/ancestry, religion, sex, sexual orientation, gender, gender identity, marital or family status, age, genetic information, expunged juvenile record, military status or performance of duty in a uniformed service, physical or mental disability, or any other characteristic protected by local, State, or Federal laws, regulations, or ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

I have received, reviewed, and accept the above job description and understand that this does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the business needs for the employer and requirements of the job change.

<b>Employee Name (Print):</b>		<b>Date:</b>	
<b>Employee Signature:</b>			