



VACANT POSITION ANNOUNCEMENT

DATE POSTED: 02/08/2013

CUTOFF DATE: 02/15/2013

All applications must be submitted before 3:00pm on the cutoff date indicated above.

JOB POSITION: HR Assistant – PT 20 hrs/wk

DEPARTMENT: Human Resources/Admin

DATE POSITION AVAILABLE: Immediately

JOB DESCRIPTION: The Human Resources Assistant is responsible for assisting with the administration of day-to-day operations of the human resources functions. The HR Assistant reports directly to the HR Director. Other duties and responsibilities include, but are not limited to, the following:

- Completes and processes the confidential documentation associated with new hires and interns
- Maintains the relevant documentation for all files and records, including personnel files, medical files, I-9's, and other required forms, as necessary to meet legal and regulatory body standards
- Completes background checks on all successful candidates following the standard process
- Creates and monitors internal job postings and works in conjunction with the HR Director in posting external job advertisements
- Works with hiring managers to coordinate interviews and start dates for employment
- Enters new employees into the HR/Payroll system, coordinating with the HR Director and/or Controller, as needed, to ensure timely and accurate entry
- Drafts a variety of correspondence, spreadsheets, reports and other documents as instructed by the HR Director
- Ensures that a welcoming, safe and healing environment is maintained for each patient and family throughout the continuum of care
- Recommends ways to improve the quality and delivery of services
- Maintains confidentiality of patient, employee and company information
- Performs other duties as assigned

QUALIFICATIONS FOR POSITION:

- High School diploma or GED required with Bachelor's Degree in relevant field preferred
- Minimum 1-2 years of previous administrative or data analysis experience required preferably in a service or non-profit organization
- HR internship or other related HR experience desired
- Must demonstrate ability to maintain high level of professionalism and confidentiality in handling extremely sensitive information
- Excellent attention to detail; excellent written and oral communication skills; excellent interpersonal skills; organizational skills for managing and prioritizing multiple tasks and assignments
- Working knowledge of employment laws relative to employee record keeping, including but not limited to OSHA/TOSHA, Wage & Hour, Immigration & Naturalization, HIPAA & 42 CFR preferred
- Proficient in Microsoft Office Products required, including Word, Excel, and PowerPoint
- Ability to operate office machines
- Ability to speak, read and write in English
- If recovering, two (2) years of verifiable abstinence required along with active participation in appropriate Twelve Step program preferred.

Inquiries and/or resumes should be directed to Carroll Bagwell via fax (615) 432-3023 or via email to carroll_bagwell@cumberlandheights.org. You will be contacted should an interview or other information be desired.

This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.