



Job Title: **HR ASSISTANT**

Department(s): Human Resources

Position Summary: Assists with day-to-day Human Resources operations and helps Administrative staff with various tasks including Board support.

Supervision Received: HR Manager

Supervision Exercised: None

Hours/Week 40 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- **Human Resources (90%)**
 - Assists with the day-to-day operations of the Human Resources department
 - Supports the HR department with recruitment, hiring and orientation process of staff and providers (e.g., placing employment ads, reviewing applications, screening, setting up interviews, completing background and reference checks, arranging orientation, etc.) in conjunction with management team
 - Responsible for employee onboarding, general orientation and off boarding processes and activities
 - Provides operational support for onboarding new employees, including setting up and terminating computer and EMR/PM/peripheral IT access, in coordination with IT vendors.
 - Provides current and prospective employees with information about NHS, its policies, working conditions, and employee benefits
 - Provides information/verifies employee status, wages, benefits, to outside agencies, as requested and permitted
 - Assists with updates and communication regarding employee policies and handbook
 - Conducts activities related to Credentialing/Re-credentialing and Privileging of licensed independent practitioners and other health care staff (verification of license/certification, education, training, etc.), in accordance with HRSA requirements and NHS Credentialing and Privileging Policy and Process. Works closely with the Medical Director and other Managers, providing documentation of staff/volunteers' eligibility and competency to provide clinical services. Maintains credentialing files and ensures files are complete and up-to-date, along with Patient Accounting Manager. Coordinates with licensed practitioners to help ensure that licensure, certification, DEA enrollment and other requirements are current and documented.

- Coordinates volunteer/intern placement, credentialing, onboarding, as assigned
- Administers Employee Recognition (Mission Award) Program
- Maintains personnel tracking and HR record keeping (both electronic database and paper files) in compliance with law, regulations and policies, as assigned by the HR Manager
- Maintains systems including forms, databases and records related to benefits administration. Maintains records of staff fringe benefits, notifies and orients benefit-eligible staff. Handles individual employee benefit enrollment and updates. Reconciles benefit statements and authorizes for payment.
- Coordinates with Accountant to ensure seamless HR/payroll system
- **Administrative Support (10%):**
 - Supports Administrative Staff, as assigned, in Board and Board Committee meeting scheduling, set-up, Agenda and minutes preparation
 - Provides other administrative support as requested by Management

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

QUALIFICATIONS:

- Associates degree in social work/human services, business administration or human resources (preferred).
- Minimum of two years' human resource experience preferred, including knowledge of benefits and administration requirements in a non-profit setting. Non-profit health care experience is a plus.
- Proficient in Microsoft Office Suite. Comfort in learning new computer programs
- Project and other program development skills
- Able to work at and travel to any of NHS's clinic sites and to flex schedule to work occasional evenings for meetings, as needed
- Demonstrated ability to effectively present information and respond to questions from staff
- Ability to:
 - Plan, organize and multitask
 - Use a computer keyboard to type
 - Speak, understand, read and write English at a sufficiently to carry out all essential duties.
 - Work independently and as part of a team
 - Work cooperatively and respectfully with others