



Wallowa County Health Care District

JOB TITLE: Human Resource Coordinator

FLSA STATUS: Non-Exempt - Non-Union

DEPARTMENT: Human Resources

DATE: June, 2024

REPORTS TO: Human Resource Executive

APPROVED BY: Human Resource Executive

JOB SUMMARY:

The Human Resources Coordinator is responsible for performing HR related duties on a professional level and will work closely with the Lead HR Generalist and Executive. They will carry out duties in the areas of recruitment/employment, on-boarding/off-boarding and records maintenance. The Coordinator will provide direct support to other members of the Human Resources Department as needed and is expected to maintain confidentiality.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Creating and posting open job announcements. Responsible for recruitment in assigned departments.
- Responsible for on-boarding/off-boarding employees, contractors, residents, students, etc. which includes;
 - Requesting accesses, generating and sending all required documentation/paperwork and in-person meetings, on-boarding contract employees, coordinating housing needs, processing reimbursement requests for relocation expenses, sign-on bonuses, etc.
- Coordination and tracking of internal and external job shadow and internship programs.
- Assisting with processing and tracking scholarship recipient information, i.e. grades, tuition, reimbursement.
- Maintaining employee files and other records which includes;
 - Filing, data entry, benefit enrollment, termination, and reconciliation.
 - Evaluation and Licensure Spreadsheet.
 - Personnel Forms.
 - Required compliance postings, i.e. labor law postings, E-verify, etc.
 - WCHCD Intranet and injury poster.
- Process employment verifications, unemployment notices, and reference checks as needed.
- Coordination of HR and organization events and meetings, i.e. NHO, Open Enrollment, etc.
- Supports coordination of Bio-Metric screening, hospital week, work celebrations, etc. as needed.
- May act as Authorized Designee (AD) for facility; preparing & submitting required documentation necessary for criminal history checks on new hires & volunteers; reviewing information with HR Executive.
- Responsible for maintaining attendance records.
- Assist with processing/management of leave paperwork in timely manner.
- May assist with providing information to employees regarding benefits and retirement.
- Coordination of Lincoln Financial quarterly visits, consists of notifying employees through letters, posting flyer, taking appointments, and sending reminders.
- Coordinating lunch and learn activities for employees based on interest surveys and other requests.

EDUCATION & EXPERIENCE:

- High school diploma or equivalent education required.
- One to Three (1 to 3) years of clerical and administrative experience preferred.



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- Computer acuity in Excel/Word/Publisher.
- Ability to efficiently perform duties with minimal supervision and within designated deadlines.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Clerical — Knowledge of procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Monitoring — Monitoring/Assessing performance of yourself to make improvements or take corrective action.
- Time Management — Managing one's own time.
- Service Orientation — Actively looking for ways to help people.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

Employee Signature

Date