

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 1/24/07
DATE LAST AMENDED: 7/1/08

TITLE OF POSITION: Human Resources Assistant

POSITION NUMBER: 15-05

PROGRAM: Center Administration

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Four years of office experience including two years of increasingly responsible experience in a human resource or related setting OR an equivalent combination of education and experience which provides the knowledge, skills and ability necessary to perform the work required.

Life Management Center relies heavily on technology to run its business; therefore, all employees are required to have basic computer skills. These basic skills will include knowledge of creating folders, saving and retrieving files, e-mail (Outlook), using web browsers such as Internet Explorer and/or Mozilla Firefox, along with operating a keyboard, mouse, and printer. Proficiency in MS Office (Word and Excel) is required.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Chief Human Resources Officer

POSITIONS SUPERVISED: None

WAGE AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:¹

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provide paraprofessional and general support to the Chief Human Resources Officer and HR Generalist. Perform paraprofessional assignments in the various human resource functions and clerical tasks including responding to inquiries regarding procedures and services.
2. Review and ensure the accuracy and completeness of human resource documents and electronic records including credentialing forms, training, leave and salary records, benefits enrollment forms and employee data forms.
3. Provide support for various training, safety, compliance, credentialing, and Quality

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

Improvement projects as assigned.

4. Perform data entry tasks including but not limited entering training, safety & risk management, quality improvement information, and personnel information to data base applications.
5. Input and summarize data and prepare reports using computerized and/or manual systems.
6. Answer telephone, resolve problems and respond to general inquiries regarding departmental procedures.
7. Receive, refer and/or respond to visitors/applicants.
8. Maintain electronic and manual filing systems.
9. Compose correspondence; proofread material correcting for sentence structure, spelling, grammar, and punctuation.
10. Assist in the preparation, compilation and coordination of reports and records.
11. Assist in developing/improving internal office procedures.
12. Type moderately complex work requiring some independent judgment in the use of relatively involved work methods and software applications.
13. Assemble records, training materials, documentation for review and distribution.
14. Copy, distribute, and file updated policies and procedures, performance evaluation & training reports and other documentation.
15. Facilitate online availability of HR, QI, Safety, Credentialing and other data and information.
16. Under the direction of the Chief Human Resources Officer, compile and assist with review, revision, and formatting of agency Policy & Procedure Manual and other documents.
17. Compile and record Quality Improvement data for analysis.
18. Distribute internal mail, assist management team staff, provide coverage for other support staff, and other associated clerical & support duties as assigned.

Other Functions:

1. Participate in the Staff Activity Committee and Wellness Committee

Physical Requirements:

| Activity | Expectation | | |
|---|---|--|--|
| Standing | <input type="checkbox"/> Minimal | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| <input checked="" type="checkbox"/> Sitting | <input type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input checked="" type="checkbox"/> Frequent |
| <input checked="" type="checkbox"/> Driving vehicles | <input checked="" type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Lifting and/or Carrying | <input type="checkbox"/> Minimal | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Bending and/or Stooping | <input type="checkbox"/> Minimal | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Climbing Stairs and/or Ladders | <input checked="" type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Walking or Moving (between offices, other facilities, etc.) | <input type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input checked="" type="checkbox"/> Frequent |
| Other (lift above waist/reaching etc., please explain) Occasional pulling of charts | <input checked="" type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |

Speaking: Yes No
Hearing: Yes No
Reading Comprehension: Yes No
Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.) Yes No

Ability to lift and carry up to 10 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

| | Infrequent | Occasional | Frequent | N/A* |
|----------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Travel Same Day | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Travel Overnight | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Overtime (Non-Exempt only) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Holidays/Weekends | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shift Work (PMs/Midnights) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

* Not Anticipated

Copy received by:

_____ **Date** _____