



Human Resources Employment Specialist

McBride Orthopedic Hospital is looking to hire a Full-time Human Resources Employment Specialist. The ideal candidate will have 3-5 years of previous HR experience, with an emphasis in Recruitment, Interviewing and the Employment Process. Interested candidates should apply online at www.mcboh.com.

Human Resource Specialist

Job Title: *Human Resource Specialist* **Department:** *Human Resources*
Pay Grade: **14** **Department #:** **804**
FLSA Status: *Non Exempt* **Reports To:** *Director of Human Resources*
Established Date: *11/28/05* **Prepared By:** *Director of Human Resources*
Revision Date: *5/5/10* **Approved By:** *Administration*

DEFINITION:

Under the direction of the HR Director, the HR Specialist is responsible for assisting the Director in the operations of the Human Resource Department with emphasis on Employment aspects. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Utilizes intermediate computer skills in Microsoft Office. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

MINIMUM QUALIFICATIONS:

Education- Require at least 1 year related experience and/or training in Human Resources area.

PREFERED QUALIFICATIONS:

Education - Prefer an Associates Degree or equivalent from a two year college or technical school.

CUSTOMER SERVICE STANDARDS “S.T.A.R.”

The following Customer Service Standards are a vital part of every job description. These behaviors will be expected of all employees and as such, every employee will be evaluated on them during their annual “Performance Evaluation”.

Smile:

Makes eye contact as you greet and welcome customers and staff.

Maintains positive working relationships and fosters a cooperative work environment.

Trustworthy:

Seeks out and addresses customer’s needs on a consistent basis.

Displays honesty and mutual respect when communicating with customers, staff and visitors.

Accountable:

Recognizes inconsistencies and takes ownership.

Treats all customers with individual attention, giving first priority to our customers.

Respectful:

Applies the principles and values of customer service while performing day to day activities.

Always mindful of others and their needs.

PRINCIPAL RESPONSIBILITIES: (other duties may be assigned)

1.0 Application Process:

- 1.1 Maintains up-to-date Applicant Tracking, New Hire Activity Log and Open Requisitions to know status of open positions and hires.
- 1.2 Coordinates openings with HR Coordinator when placement of Ads is necessary.
- 1.3 Receives and processes all applications coming into H.R. Department in a timely manner.
- 1.4 Routes applications with required experience and credentials to appropriate department Managers/Directors within 2 days of receipt.
- 1.5 Sets up pre-screening of potential applicants and if viable candidate for open position will schedule with Manager/Director calendars after prescreen.

McBride Orthopedic Hospital - Job Description

- 1.6 Checks criminal background, OIG, EPLS, references, and licensure verification on potential candidates.
- 1.7 Keeps Managers posted on status of applicant during process.
- 1.8 Works with Director on quoting salaries based on Salary Structure and internal equity.

2.0 Pre-Employment Process:

- 2.1 Makes Conditional offer to selected applicants.
- 2.2 Coordinates physical assessment screening with McBride Occupational Med Clinic.
- 2.3 Insures appropriate tests are performed based on position description's physical requirements.
- 2.4 Insures all vaccinations are up to date or given prior to employment. Makes offers for Hep-B vaccinations, 2 step TB, Varicella and MMRs.
- 2.5 Coordinates all screening results with Employee Health Nurse prior to starting work.
- 2.6 After reviewing file with Director, makes calls necessary to withdraw any conditional offers of employment due to failure to successfully complete the pre-employment process.

3.0 New Hire Process:

- 3.1 Insures all necessary new hire paperwork is complete, prior to attending Orientation.
- 3.2 Completes all log information.
- 3.3 Makes Badge for employees and maintains picture in badge system
- 3.4 Gives new employee Policies needed prior to Orientation – e.g.: appropriate dress (tattoo, piercing, and business attire).
- 3.5 Advises employee of date for next General Orientation and where to go.
- 3.6 Enters all information into payroll system.

4.0 Human Resource Assistance:

- 4.1 Assists with inquiries regarding HR policies, procedures, and programs.
- 4.2 Ensures hospital is in compliance with all federal and state mandated HR related laws relating to hiring and employment.
- 4.3 Assists Director and/or Coordinator in special projects as needed.
- 4.4 Assists in setting up for Orientation or making packets.
- 4.5 Assists employees coming to HR regarding needs, especially in absence of other HR Staff.
- 4.6 Other duties as assigned by HR Director.

Supervisory Responsibilities:

None.

McBride Orthopedic Hospital - Job Description

ESSENTIAL PHYSICAL JOB FUNCTIONS:

ENVIRONMENTAL DEMANDS:

Majority of day is spent standing and walking with light to heavy lifting, pushing and pulling. Moderate exposure to low level machine noise.

	Not Appl	Minimal (<25%) (<2hr)	Occasional (<33%) (0-2.5hr)	Frequent (34-66%) (2.5-5.5hr)	Continuous (67-100%) (over-5.5hr)
hot, cold, or wet surroundings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With or near chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near radiation sources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Near Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With hazardous waste materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating vehicles or machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools or power tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wearing protective clothing/ Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to blood and Body fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using universal precautions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating video display terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Physical Requirements: Level II

Work requires frequent sitting, walking, stooping, bending, use of keyboard and occasional lifting up to 20 pounds floor to waist and 10 pounds waist to shoulder (without assistance.)

McBride Orthopedic Hospital - Job Description

The above description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position description and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee Name (print): _____

Date:

Employee Signature

Date:

Manager/Director Signature

Date:

Executive Signature

Date:

Human Resources

-----ANNUAL REVIEW-----

This position description has been reviewed and considered appropriate.

Date:

Manager/Director Signature

Date:

Employee Signature