



## HUMAN RESOURCES ASSISTANT JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, 40 years later, we serve that same mission as a nonprofit Federally Qualified Health Center operating two separate sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; and the East Cliff Family Health Center in Live Oak, serving everyone.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff works as a team to fulfill our mission so that all our patients have access to comprehensive, quality health care.

### POSITION SUMMARY:

The Human Resources Assistant (HRA) supports the day-to-day operations of the Human Resources department. The HRA assists with the administration of the human resources policies, procedures, and programs. The HRA supports the HR Department responsibilities in the following functional areas: bi-weekly payroll, ADP, benefits, recruitment, onboarding, employment verifications, administrative support, and staff recognition.

**Classification:** temporary, part-time , non-exempt  
**Reports to:** Chief HR Officer

**Location:** Administration  
**Hours:** 8:00AM-5:00PM Flexible

### CORE JOB RESPONSIBILITIES:

#### ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO :

- **Recruitment and Onboarding**– Assists with recruiting and retaining a highly effective workforce by scheduling interviews, tracking job applicants and checking professional references. Works with HR Specialists on managing onboarding schedules.
- **Benefits Administration**– Assists HR Department with annual benefits evaluation, annual Open Enrollment process and conducts Benefits Orientations with new staff.
- **Risk Management** – Maintains annual certificates of insurance and fields malpractice inquiries.
- **Workers Compensation** – Addresses Return to Work and Workers Compensation matters
- **Credentialing and Enrollments**- Supports HR Specialist with the credentialing and enrollment process including tracking status of file submissions.
- **Payroll Administration** – Maintains system updates and provides guidance and training to employees on the Payroll and Timekeeping System, ADP.
- **Employment verification** – Assists department in the verification of work history, education and reference checks for potential new hires.
- **Compliance** – Keeps apprised of HR policies, regulations, legal compliance and assists HR Department with Compliance tasks as needed.
- **Performance Appraisals** – Ensures all staff receives an annual performance evaluation by maintaining and tracking confidential personnel evaluation forms.

- **File Maintenance** – Create, and maintain all personnel files complete and up to date
- **Staff Recognition** – Helps support and plan staff recognition and celebration opportunities.
- **Wellness Program** – Supports and coordinates Wellness Program.
- **Credit Card Summaries**- Compiles and submits all HR department credit card charges on a weekly basis
- **Other Duties as assigned.**

#### **GENERAL JOB PERFORMANCE STANDARDS:**

**KNOWLEDGE OF WORK** - Posses and utilizes knowledge of the job which is essential to perform the specific functions and related work.

**QUANTITY OF WORK** - Accomplishes an appropriate volume of satisfactory work under normal conditions. Ability to produce results.

**QUALITY OF WORK** - Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.

**TIMELINESS** - Completes assignments on or ahead of schedule.

**ABILITY TO LEARN NEW DUTIES** - Interprets, learns and responds to instructions for new situations, procedures or methods.

**JUDGEMENT and COMMON SENSE** - Decisions/actions are sound, including safety awareness.

**COOPERATION** - Willing to work with others toward common goals.

**COMMUNICATIONS** - Demonstrates relevance and clarity of written and oral expression. Effectiveness in exchanging ideas and information.

**INITIATIVE** - Ability to originate, develop or create new ideas or take steps to get things done.

**PROBLEM SOLVING** - Identifies and evaluates alternate solutions and selection of the most appropriate course of action.

**ATTENDANCE and PUNCTUALITY** - Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods, and other authorized absences from work.

## **QUALIFICATIONS**

#### **Minimum Requirements:**

- 2 years of prior Human Resources or administrative experience.
- Proficient in Microsoft Word, Outlook, Excel, Power Point and ability to learn new applications
- Ability to interact professionally with staff, applicants, volunteers and board members
- Experience or interest in working for a nonprofit organization and/or health care
- Ability to maintain confidentiality
- AA or Bachelor's degree in Human Resources or related field highly desirable
- Local candidates preferred
- Experience in an FQHC (Federally Qualified Health Center) preferred
- Organized, detail-oriented, efficient administrative skills

## **WORK CONDITIONS**

Working conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.



### **SALARY AND BENEFITS**

SCCHC offers a competitive salary. This is a temporary part-time, hourly, non-exempt position. Employment is estimated to last 6 months with a possibility of extension depending on department needs. This position is not benefits-eligible however we do offer a health insurance stipend and an automatic enrollment in our 401K retirement plan plus an employer match.

### **APPLICATION PROCESS:**

To apply, download our employment application on our [Careers page](#). Submit application and current resume with letter of interest to Human Resources. No phone inquiries, please.

**THE SANTA CRUZ COMMUNITY HEALTH CENTERS IS AN EQUAL OPPORTUNITY EMPLOYER (W/M/V/D).**