



VALLEY COMMUNITY HEALTHCARE

6801 Coldwater Canyon Ave, North Hollywood, CA 91605

Valley Community Healthcare is one of Los Angeles' larger community-based health centers. Located in the San Fernando Valley with a stellar 47-year reputation, we provided over 100,000 medical visits last year and are looking to expand. Core programs include primary care, pediatrics, adolescent teen clinic, dental, optometry and mental and behavioral health. VCH participates in state and local disease collaboratives, and QI programs.

We are seeking a **Full Time HR Assistant** to add to our wonderful team at the health center.

Summary:

Knowledge of general principles, procedures, practices and records management of human resources, benefits, recruitment and selection administration, classification, compensation administration, employee relations, and a wide range of benefit programs and human resources rules.

Essential Duties & Responsibilities:

- Assist HR Director with open enrollments, mandatory meetings, document preparation for those meetings.
- Monitor and maintain a system for annual physical exams and TB Tests, and Immunizations for all employees to ensure compliance.
- File paperwork in personnel files accordingly.
- Conduct personnel file audits on a quarterly basis to ensure all required paperwork is in place in the appropriate file.
- Maintain and update employee phone/voicemail/extension list.
- Make copies for Director of Human Resources and Deputy Director
- Sets up and manage additions, changes and deletions to HRO system
- Process new hire paperwork, check eligibility through E-Verify, create new personnel files and maintain them.
- Responsible for part of the on-boarding process including collecting and auditing all paperwork, IT requests, and employee badges request.

- Communicate new hires and promotions to all staff via voicemail, bulletin board, emails and intranet
- Track time off and communicate available time off for employees who are under intermittent CFRA/ FMLA on a bi-weekly basis
- Obtain and feed the monthly clinic newsletter information
- Upload HR forms to the clinic's intranet for employees to use
- Prepares reports, as necessary which may include status changes, vacancy, activity relating to summary of positions and coordinate management training in interviewing.
- Process health and (COBRA), dental, life, short and long term disability, flexible spending, and other benefit enrollments and processing enrollment transactions.
- Work closely with Director of Human Resources to identify training needs for staff development, coordinate meetings and assist with paperwork.
- Processes all human resources paperwork after it's been reviewed and approved for all employees related to discipline, salary reductions and special appraisals.
- Coordinates and conducts interviews when needed, new orientation and exit interviews and provides access to the employees' human resources files as requested.
- Filter employee questions and concerns and address them when Director of HR not available.
- Reviews new or revised benefit policy changes, employee handbook to ensure that necessary changes are made as needed.
- Thoroughly research material needed for reports and prepare concise and accurate statistical resolutions.
- Multi-task several assignments simultaneously
- Provide excellent customer service and to develop and maintain effective working relationships with employees and the general public and representatives of other agencies.
- Actively participate in department meetings and give input for the HR perspective in Strategic Planning for the organization.
- Perform other duties as assigned by HR Director.

Education:

Bachelor's degree in business, public relations or other related field from an accredited college or university. Two (2) years' experience in human resources is preferred. Computer proficiency in MS Office including Word, Excel, and Outlook is required. Must have excellent written and verbal communication skills, and the ability to effectively advocate for the organization. Must have ability to deal with sensitive and confidential matters with discretion, perform complex work with considerable independence, ability to understand and apply rules, standards or procedures and work effectively as part of a group or team.

VALLEY COMMUNITY CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER

Applications: Valley Community Healthcare offers competitive salaries. Please submit a resume, cover letter and salary expectation to our Human Resources Department at Valley Community Healthcare for consideration.