



CARE STAFFING

P r o f e s s i o n a l s

Care Staffing Professionals Job Description

Position: Human Resource Clerk

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; my employment with the Company is at-will.

Position Summary

Human Resource Clerks are professionals trained to assist hiring personnel in the hiring process. This includes assistance in sourcing candidates, setting up interviews, maintaining records and several other clerical duties. Human Resource Clerks must be proficient in interacting with both machines and humans. When they aren't communicating with candidates or collaborating with coworkers, they are completing duties that involve using tools like spreadsheets and applicant tracking software.

Position Responsibilities

Human Resource Clerks perform a wide range of duties throughout their shifts. Common responsibilities of Human Resource Clerks include (but are not limited to):

- Communicate personnel policies
- Compile Employee Reports
- Process, verify and maintain personnel documentation
- Assist in arranging training activities
- Create job postings
- Assist hiring personnel with credentialing of employees

Other Responsibilities

- Assist recruitment personnel with collection of employment requirements
- Assist hiring personnel with credentialing
- Participate in recruitment fairs, trade shows, and business networking conferences

Position Requirements

- High school graduate preferred
- Graduate of State-approved training program
- Eighteen (18) years or older
- Federal-, State- and GHR-required credentials current and on file
- Able to read and write consistent with job requirements; cognitive skills as related to the position
- Proficient interpersonal relations and communicative skills
- Proficient collaborative and organizational skills
- Healthcare professional license with knowledge of state and federal healthcare licensing requirements preferred

Working Conditions

Human Resource Clerks deal primarily with humans, so it's obvious that they must have good interpersonal skills. In addition to being a people person, Human Resource Clerks must be technologically savvy in order to effectively use spreadsheets and applicant tracking software.

Commonly Used Tools

Applicant Tracking Software – Human Resource Clerks use applicant tracking software to automatically pre-screen candidate resumes. They must know which qualifying indicators to use to get the most out of this software.

Word Processing Software – Human Resource Clerks use word processing software, such as Microsoft Word, for things like drafting emails and working on job descriptions.

Spreadsheet Software – Human Resource Clerks are responsible for keeping track of where candidates are in the pipeline, which requires spreadsheet software, such as Microsoft Excel or a cloud-based platform like Google Sheets.

Physical Demands

- Ability to lift fifty (50) pounds.
- Ability to exert maximum muscle force to lift, push, pull or carry patients
- Ability to use abdominal and lower back muscles over time without fatigue
- Ability to stand for extended periods
- Ability to bend, stoop, stretch, twist, sit, and reach
- Fine motor skills
- Visual acuity

The physical demands described here 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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 50 pounds and may occasionally lift or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Physical Demand Ratings are an estimate of the overall strength requirements that are considered to be important for an average, successful work performance of a specific job. In order to classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated. The overall physical demand rating for a job of the Human Resource Clerk falls within the Medium classification according to the Dictionary of Occupational Titles.

*Physical demands as published by the US Department of Labor, 1991 in the Dictionary of Occupational Titles, 4th, Edition. You may contact Care Staffing Professionals' Human Resources Department for a comprehensive list of physical demands.

Signature: _____

Print Name: _____

Date: _____