

JOHNSON MEMORIAL HOSPITAL JOB DESCRIPTION

POSITION: Human Resources Clerk

SUPERVISOR: Volunteer Coordinator & Department Director

DEPARTMENT: Volunteer Services

DEPARTMENT MISSION: The mission of the Volunteer Services Department of Johnson Memorial Hospital is to serve everyone in our hospital and community with dignity, respect, and equality.

PURPOSE: Assists the Human Resources staff with various clerical tasks and projects as needed.

JOB RESPONSIBILITIES:

- Frequent interaction with hospital staff; occasional interaction with the public.
- Performs clerical duties of minimal to moderate complexity including but not limited to copying, filing, labeling, sorting, etc.
- Assists with various Human Resources projects of minimal to moderate complexity.
- Maintains confidentiality of personnel information, as well as, other hospital information.
- Performs additional duties as requested by the Human Resources staff.

PERFORMANCE REQUIREMENTS:

1. **KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of hospital services and their locations, ability to take instruction, ability to work independently, good customer service skills, and eye for detail.
2. **EQUIPMENT USED:** Copier, multi-line telephone, computer, scanner, facsimile machine and other office equipment.
3. **MENTAL DEMAND:** Ability to maintain confidentiality, reading, reasoning, verbal communication; performs routine duties independently, following prescribed procedures.
4. **COMMUNICATIONS:** Frequent interaction with hospital staff. Performance expectations for this position include timely and accurate information as well as courteous and respectful communication. Be willing to ask questions.

5. **PHYSICAL EFFORT:** Bending at the waist, kneeling, balancing, lifting, reaching, writing, sitting(particularly for long periods of time), talking, hearing, handling(holding, grasping, turning or otherwise working with hand(s)), fingering (primarily as it relates to computer data entry), walking, seeing.
6. The typical work day involves the following physical strength requirements:
Sedentary work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. On occasion, may be required to lift boxes of files or supplies weighing up to 50 pounds.
7. **WORKING CONDITIONS:** Primary work environment is an indoor office setting with no notable exposure to fumes, dust, extremes in heat or cold. Works in a clean, well lighted area.
8. **EDUCATION, EXPERIENCE, AND TRAINING:** High school diploma or equivalent required.
9. **POPULATION BEING SERVED BY POSITION:** Position deals primarily with adults and geriatric patients.

APPROVED BY:

_____ Volunteer Coordinator	_____ Date
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I have read and understand the responsibilities and requirements of my job description.

_____ Volunteer Signature	_____ Date
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