**Job Summary:**

The Human Resources Assistant will support the Racine Home Care Human Resources Department by assisting with general human resources functions and essential clerical duties.

**Qualifications:**

A high school diploma plus general office clerical skills, including computer (Word, Excel) experience. Must be able to multi-task and have excellent written and verbal communication skills**.** Must maintain a strict code of confidentiality and demonstrate a positive attitude at all times.Human Resources experience preferred.

Essential Job Functions:

1. Copy/process/file schedule sheets and distribute daily
2. Maintain effective absenteeism tracking system
3. Assemble Aide New Hire Orientation Packets
4. Complete daily aide personnel filing/medical filing
5. Maintain aide glove supply and other medical supplies; request Medical Supply Coordinator to place order; participate in quarterly supply inventories
6. Monitor Universal Visit Record supply, and notify Front Desk Secretary when needed to order
7. Make labels for aide new hire personnel files, put completed files together
8. Make aide new hire medical and communication file folders, make wage cards
9. Send aide New Hire Welcome Letters
10. Type labels for terminated aide files and put files away
11. Participate in annual boxing/storage of aide terminated files
12. Assist in Scheduling office and DES, as needed
13. Maintain list of Written Authorizations for Check Release and printing weekly for payday
14. Mail out information from communication folders every Monday
15. Assist other HR personnel as requested
16. Participate in selected committees
17. Maintain effective absenteeism tracking system
18. Oversee East Wing Fridge/Freezer Cleaning
19. Other duties as assigned

Additional Duties, as needed:

1. Encouraged to attend functions and job related activities for Society’s Assets, Inc. and SAI Home Health
2. Maintain lists of aide data (i.e. Approved Drivers, People Authorized to pick up Aide Paychecks, etc).

**Physical/Emotional Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Physical flexibility to match requirements of position. Must be able to remain calm in challenging or difficult situations. Must project customer service standards of excellence – must treat clients/consumers with respect, dignity and kindness.

**Accountability:**

The Human Resources Assistant is directly accountable to the Lead Personnel HR Manager.

**Job Description Review:**

I have read and understand the job description for Human Resources Assistant – Racine.

Signature Date