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**POSITION DESCRIPTION**  
**HUMAN RESOURCE ASSISTANT (Part Time)**

**POSITION SUMMARY**

Under limited supervision, supports the duties in administration of human resource services including record management, benefits, compensation, new hire training, insurance, safety, evaluation tracking, and application review.

**EXAMPLES OF DUTIES**

- Responsible for maintaining personnel files, records and information, processing departmental forms, records and documents to ensure that government requirements are met, and the Collective Bargaining Unit Agreement and Facility policies and procedures are complied with.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, scheduling, etc.
- Answers employees' questions regarding their benefits and assists them in obtaining all benefits to which they are entitled; act as liaison with the insurance companies in assisting employees to get claims paid in a timely manner.
- Maintain confidentiality obtained through job duties regarding employees, vendors, residents, outside agencies, etc., so that sensitive information is only given on a "need to know" basis
- Comply with CFDFC work rules and policies as explained in the Employee Handbook and the Personnel policies and procedures manual; and respond positively to directives from management to ensure conformance to standards
- Must be an expert in word processing and Excel spreadsheets, use of social media, facility website and indeed.
- Able to converse with telephone callers in such a way as to portray the professional status of the position and atmosphere of the Facility
- Performs all other duties, as assigned

**I HAVE READ AND ACKNOWLEDGE FULL UNDERSTANDING OF THIS JOB DESCRIPTION.**

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**Human Resources Assistant**

**Date**

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**Human Resources Director**

**Date**

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**Warden**

**Date**

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Revision date: February 1, 2022