

Job Title: Office Coordinator / HR

Location: Medford, Oregon

Employment Type: Full-Time

Payrate: \$21-27 DOE

SUMMARY:

Join us at Advanced Care Life Services!

ACLS is a different type of in home care company; locally RN owned, community invested, and bringing innovation to the entire healthcare community in the Rogue Valley and beyond!

We are looking for a highly motivated professional to join our team. You will provide variety of Administrative, Clerical, and Human Resource functions in a Full time non-exempt hourly position at Advanced Care Life Services

Reporting to the Agency Administrator, you will be focused on ensuring the smooth functioning of the office administration and coordinating all the departments within the company. You will be expected to focus on building and managing the HR function of the company in alignment with the business needs and the functional guidelines.

You are a professional with self-organized, communicative and positive personality, who demonstrates pro-active and hands-on attitude.

Come be a part of our team!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes the records for hours worked by employees at the facility in accordance with company policy and procedures. Ensures hours are reported accurately; follows up to resolve discrepancies, Provides discrepancy and/or trending reports to management.
- Assists with the applicant intake process per company policies, including pre-screening applicants, scheduling interviews, coordinating the drug screen, and conducting background and reference checks.
- Ensures all new employees have completed new hire paperwork training, including but not limited to, the Employee Handbook acknowledgement, Code of Conduct acknowledgement and Orientation presentation slides for HIPAA; serves as a point person in answering benefits questions and assists employees in enrolling in the benefits programs. Assists with the new hire orientation. Confidentially ensures all employee personnel files are up to date.
- Ensures open claims are followed up from the initial process for Workers Compensation
- Ensures timekeeping systems and tools accurately reflect daily status and assists in the development of facility labor cost management reduction strategies; utilizes data and assists in making decisions based on current labor metrics.
- Assist / back up the Agency administrators with the processes in place for billing and payroll.
- Responsible for detailed data entry into client accounts and accurate accounting procedures for semi-monthly billing.

- Organizes and processes the records for training and development in accordance with company policy and procedures for the training/tracking system. Provides various reports to management to identify trends and/or discrepancies.
- Ensures that all current and new employees are trained on the Employee Injury Protocols and is on the QAPI meeting team`
- Assist with Clinical back-up for Supervisory Visits and Consultations.
- New Client consults and OHA mandated supervisory visits are a requirement of our administrative team and representing to our community professionalism, honesty, and the integrity of our company.
- Records, processes, and maintains employee records for care staff related to safety per OSHA and Risk Management policy and procedure. Incident reporting and follow up with any complaints or care concerns.
- Responsible for management of other administrative team members and their performance in accordance with Boli labor laws and all Oregon employment laws.
- Knowledge of Labor laws and Human resource laws in Oregon
- Facilitates an open-door policy and appropriately directs employee relations issues to the Administrator, Registered Nurse or Owner.
- Serves as back up to Agency Administrator in the event of absence
- This role includes the tasks associated with recruitment of caregiving and admin staff which may require attendance and coordination of events outside of our normal working hours

QUALIFICATIONS:

- 2+ years of office coordinator / HR coordinator experience
- Knowledge of in in home care or senior care a plus.
- High level of commitment, assertiveness and resilience
- Proactive attitude, diplomatic and team-playing talent
- Flexibility and adaptability to different circumstances and personalities
- Excellent verbal and written communication, organization and co-ordination skills
- Multitasking abilities, high integrity, and orientation to details
- Maturity to deal with confidential information
- Proficiency with Microsoft Office Software.
- Excellent communication skills, both verbal and written.
- Proven ability to work with all levels of employees, medical providers
- Project management organizational skills required/extreme attention to detail is required
- Answering the telephone in a professional manner; directing calls to appropriate individuals, and/or taking messages.
- Fax, photocopy and scan of information as needed.
- Experience with handling employee disciplinary actions
- Experience with recruiting of employees
- Experience with conduct interviews and training of new employees.

COMPENSATION AND BENEFITS:

This is a full time position paid hourly (\$21 – \$27) based on experience.

Office Hours are Monday-Friday 8:30-5:00pm, with an expectation of on-call admin phone accessibility in accordance with rotation of all admin staff. On-call is an additional flat fee stipend of \$15 weeknight from 5pm-8am the next morning and a stipend of \$150 per weekend rotation.

This administrative position is eligible for vision, dental, as well as ability to select disability insurance, life insurance, wellness and cancer coverages as a supplemental insurance after 30 days. PTO is accrued and eligible to be used by employee after 90 days of employment. A Savings program is also available for participation as well as 401K participation after 6 months of employment.

Discounts on our Clinic/Medspa services are offered to all staff.

ABOUT OUR COMPANY:

The Advanced Care Network of Services is a different type of care company; locally RN owned, community invested, we're bringing innovation to the entire healthcare community in Southern Oregon... and beyond! Our rapidly growing company has expanded to meet the critical needs of Southern Oregon including: In-Home Senior Caregiving Services, Senior Living Referrals, Aging Life RN Case Manager Services, Education Center offering trainings for healthcare workers, a Clinic for Walk In and Primary Care Services, and a MedSpa.

Come Be a Part of Our Expanding Team!

How to Apply:

Interested candidates should submit their resume and a brief cover letter outlining their qualifications and experience to admin@acls.me We look forward to hearing from you!

