



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2.DIVISION	3. DEPARTMENT
HUMAN RESOURCE ASSISTANT I	<ul style="list-style-type: none"><li>□ HEAD OFFICE</li><li>□ SANGRE GRANDE HOSPITAL</li><li>□ ST. ANDREW/ST. DAVID</li><li>□ NARIVA/MAYARO</li></ul>	HUMAN RESOURCES
4. ORGANIZATIONAL RELATIONSHIP		5. NATURE & SCOPE
The Human Resource Assistant I will report to the Immediate Supervisor.		The Human Resource Assistant I is responsible for performing routine clerical tasks in keeping with well-established procedures related to Human Resources Policies and Procedures. A senior officer generally reviews work performed; however, some degree of independence is required.
6. SPECIFIC ACCOUNTABILITIES		
The Human Resource Assistant I:		
<ul style="list-style-type: none"><li>□ Performs clerical duties of a repetitive nature in keeping with the Regional Health Authority’s policies and procedures.</li><li>□ Manages their assigned schedule inclusive of all related functional areas e.g. leave &amp; benefits administration, employment administration and training and development.</li><li>□ Completes leave profiles, leave applications and approvals, employment requests and approvals.</li><li>□ Calculates leave eligibility for all staff</li><li>□ Maintains all required electronic databases of all staff under his/her schedule and ensures all databases are maintained accurately and timely.</li><li>□ Submits Return of Personnel and monthly and as needed reports for review by a senior</li><li>□ Processing of increments and gratuity of staff</li><li>□ Updates and maintains employee files</li><li>□ Assists with the coordination of meetings/interviews</li><li>□ Submits performance appraisals for completion in a timely manner and follow up as needed.</li><li>□ Ensures documents are processed within Human Resource Department Protocols or as instructed by a senior officer.</li><li>□ Responds to queries made from internal and external clients of the Authority in relation to Human Resource matters in keeping with approved policies and procedures.</li><li>□ Supports Head of Departments to ensure staff compliance to the RHAs policies and procedures</li><li>□ Performs related duties as instructed by the appropriate Authority.</li></ul>		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"><li>□ Knowledge of Microsoft Office Suite</li><li>□ Ability to maintain a professional and ethical standard</li><li>□ Ability to maintain confidentiality and privacy</li><li>□ Ability to work in a fast paced environment</li><li>□ Effective communication skills, both written and oral.</li><li>□ Knowledge of RHAs Human Resource Policies and Procedures</li><li>□ Ability to establish and maintain effective working relationships with colleagues, members of staff and the public.</li></ul>		
8. MINIMUM TRAINING AND EXPERIENCE		
<ul style="list-style-type: none"><li>□ Certificate in Human Resource/Management/Administration (Minimum of six (6) months duration).</li><li>□ Five (5) CXC/GCE O’Levels inclusive of Mathematics and English A.</li><li>□ Experience in the field of Human Resources would be an asset.</li><li>□ Computer Literate in Microsoft Office Suite.</li></ul>		

9. SUPERVISORY RESPONSIBILITIES

- ❑ Human Resources Clerk
- ❑ On-the-Job Trainee

10. COMMUNICATION AND WORKING RELATIONSHIPS

*Internal:*

- ❑ General Manager-Human Resources
- ❑ Manager-Industrial Relations, Compensation and Benefits Administration
- ❑ Manager-Organisational and Employee Development
- ❑ Manager-Employment and Employee Services
- ❑ Manager-Hospital Administration
- ❑ Area Administrative Officer
- ❑ Human Resource Officer III
- ❑ Other members of the Human Resources Department
- ❑ All Line Managers/Supervisors
- ❑ All Head of Departments
- ❑ All staff members

*External:*

- ❑ Ministry of Health
- ❑ Other Regional Health Authorities