



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  HUMAN RESOURCE ASSISTANT I	<b>2.DIVISION</b>  <input type="checkbox"/> HEAD OFFICE <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	<b>3. DEPARTMENT</b>  HUMAN RESOURCES
<b>4. ORGANIZATIONAL RELATIONSHIP</b>  The Human Resource Assistant I will report to the Immediate Supervisor.	<b>5. NATURE &amp; SCOPE</b>  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.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Human Resource Assistant I: <ul style="list-style-type: none"> <li><input type="checkbox"/> Performs clerical duties of a repetitive nature in keeping with the Regional Health Authority’s policies and procedures.</li> <li><input type="checkbox"/> Manages their assigned schedule inclusive of all related functional areas e.g. leave &amp; benefits administration, employment administration and training and development.</li> <li><input type="checkbox"/> Completes leave profiles, leave applications and approvals, employment requests and approvals.</li> <li><input type="checkbox"/> Calculates leave eligibility for all staff</li> <li><input type="checkbox"/> Maintains all required electronic databases of all staff under his/her schedule and ensures all databases are maintained accurately and timely.</li> <li><input type="checkbox"/> Submits Return of Personnel and monthly and as needed reports for review by a senior</li> <li><input type="checkbox"/> Processing of increments and gratuity of staff</li> <li><input type="checkbox"/> Updates and maintains employee files</li> <li><input type="checkbox"/> Assists with the coordination of meetings/interviews</li> <li><input type="checkbox"/> Submits performance appraisals for completion in a timely manner and follow up as needed.</li> <li><input type="checkbox"/> Ensures documents are processed within Human Resource Department Protocols or as instructed by a senior officer.</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Supports Head of Departments to ensure staff compliance to the RHAs policies and procedures</li> <li><input type="checkbox"/> Performs related duties as instructed by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of Microsoft Office Suite</li> <li><input type="checkbox"/> Ability to maintain a professional and ethical standard</li> <li><input type="checkbox"/> Ability to maintain confidentiality and privacy</li> <li><input type="checkbox"/> Ability to work in a fast paced environment</li> <li><input type="checkbox"/> Effective communication skills, both written and oral.</li> <li><input type="checkbox"/> Knowledge of RHAs Human Resource Policies and Procedures</li> <li><input type="checkbox"/> Ability to establish and maintain effective working relationships with colleagues, members of staff and the public.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate in Human Resource/Management/Administration (Minimum of six (6) months duration).</li> <li><input type="checkbox"/> Five (5) CXC/GCE O’Levels inclusive of Mathematics and English A.</li> <li><input type="checkbox"/> Experience in the field of Human Resources would be an asset.</li> <li><input type="checkbox"/> Computer Literate in Microsoft Office Suite.</li> </ul>		
<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Human Resources Clerk</li> <li><input type="checkbox"/> On-the-Job Trainee</li> </ul>		

## 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