



## **REACH Medical Job Posting**

**Position Title:** HR Assistant

**Reach Medical, PLLC seeks a full time HR Assistant.**

### **Position Goals and Role:**

The HR Assistant is responsible for running the daily functions of the Human Resources (HR) department, including hiring staff, administering benefits and leave, and enforcing company policies and practices.

### **HR Assistant Responsibilities:**

- Collaborate with Human Resource Manager to create and carry out efficient processes utilizing Paycom's cloud based Human Resource Information System:
  - o Reconcile and maintain all staff folders within Paycom
  - o Handle all staff changes, including but not limited to:
    - PAF updates
    - Benefit selection and deduction changes
    - Garnishments
    - Job description and Performance Management maintenance
    - Maintenance of Independent Contractor contracts and amendments
    - Separation process
  - o Support and assist with:
    - recruitment activities
    - credentialing activities
    - orientation and onboarding activities
    - onboarding learning
    - annual training(s)
    - benefits administration; including the annual open enrollment process
  - o Be cross-trained to process bi-weekly payroll and monthly contractor payroll

- Maintain positive and professional interactions with all staff and contractors to assist with, and problem solve, HR related questions and concerns, including but not limited to:
  - o Payroll
  - o Benefits
  - o Time off
  - o STD/LTD paperwork and claims
- Assist with improving, implementing and maintaining HR related policies and processes.
- Maintain strict confidentiality regarding all personnel matters.
- Assist with benefit related audits, including 401k and workers compensation.
- Prepare quarterly and annual payroll, tax, and benefit reporting.
- Other duties as assigned by the Human Resources Manager

**Qualifications:**

- **Must** have extensive (2-4 year) experience utilizing:
  - o Cloud based information systems
  - o Excel
- Human resource experience is preferred
- Knowledge of Google drive is preferred

**Benefits:** This position is Full Time benefits-eligible.

The salary range for this position is \$17.00 - \$24.99/hour.

REACH Medical PLLC provides low-threshold, harm reduction-oriented primary care in a multi-disciplinary, integrated practice to further the REACH Mission of ensuring health equity to all who typically face stigma in the current healthcare system. Successful applicants will be able to demonstrate based on experience and/or an aspirational commitment, their commitment to harm reduction, health equity and providing care to underserved populations.

Candidates will be able to demonstrate strong written, verbal and interpersonal communication skills.

REACH is dedicated to: health equity; we are committed to hiring and developing well-qualified staff who reflect the racial, ethnic, social and cultural diversity of the people we wish to serve.

People of color, people with LGBTQ identities, and people with disabilities are particularly encouraged to apply.

Please submit a cv/resume or cover letter to Ginny at [hr@reachmed.org](mailto:hr@reachmed.org).

