



Human Resource Specialist

Reports to: Medical Director

Schedule Requirement: Since recruiting and the credential process will be handled by the Volunteer Supervisor/Coordinator Supervisor, your primary tasks would be providing overall HR consultation to the clinic and to process any policy violation related issues. Therefore, your time commitment will be on a need basis only. You may occasionally have to be available during some weekdays/evenings/clinic hours of operation to complete certain tasks and/or address unexpected urgencies and time sensitive issues/deadlines.

Tasks include:

- Process policy violations, such as:
 - Exit Interview: Conduct exit interviews with volunteers who are leaving their positions.
 - Dismissal of a Volunteer: Discuss and document the reasons for possible dismissal.
 - Substance Abuse Workplace Policy: Handle all concerns or complaints and any necessary documentation and/or reporting.
 - Anti-discrimination and Anti-harassment Policy: Handle questions concerning guidelines and any necessary documentation.
 - Workplace Violence/Abuse: Handle all concerns or complaints and any necessary documentation and/or reporting.
 - Reporting Suspicion of Patient Abuse or Neglect Procedures: Handle all concerns or complaints and any necessary documentation and/or reporting (Department of Social Services).
 - Volunteer or Patient Injury Procedures: Process "Volunteer Injury Report" form, document and report the incident to FAHC's Insurance company.
 - Process Substance Abuse violations.