



## Job Description Human Resource Department

<b>POSITION TITLE:</b> HR – Associate Training		
<b>NAME OF INCUMBENT:</b>		
<b>DEPARTMENT / SECTION:</b> HR		
<b>REPORTS TO</b> (Title of Immediate Supervisor): HR manager		
<b>CLASSIFICATION:</b> Entry Level I-E		
<b>JOB CATEGORY:</b> <i>Please check box</i>	<input checked="" type="checkbox"/> Clerical / Administrative <input type="checkbox"/> Supervisory	<input type="checkbox"/> Technical / Individual Contributor <input type="checkbox"/> Managerial / Director
<b>WORK SCHEDULE</b> <i>Please check box</i>	<input type="checkbox"/> Morning <input type="checkbox"/> Mid Shift	<input checked="" type="checkbox"/> Night Shift <input type="checkbox"/> Others
<b>SITE ASSIGNMENT</b> <i>Please check box</i>	<input checked="" type="checkbox"/> One Montage <input type="checkbox"/> ACCT	<input type="checkbox"/> MSY <input type="checkbox"/> Others, please specify
<b>JOB PURPOSE / KEY ROLE:</b> <i>(Reason for position's existence; a summary of your functions, no more than 3 sentences.)</i> HR – Associate Training will be responsible for developing and conducting training programs for employees in various departments. The successful candidate will be able to identify training needs, design effective training materials, and deliver engaging training sessions.		
<b>TYPE OF SUBORDINATES SUPERVISED:</b> <i>Please mark box</i>		
<input type="checkbox"/> VP / GM <input type="checkbox"/> Directors / Senior Managers	<input type="checkbox"/> Managers <input type="checkbox"/> Supervisors	<input type="checkbox"/> Other Exempts <input checked="" type="checkbox"/> N/A
<b># OF DIRECT REPORTS and STAFF (Write N/A if not applicable):</b> NONE		
<b>NATURE OF INTERACTION:</b> <i>Check the levels of interaction required for the position inside and outside the department. Check all that apply.</i>		
<b>Mark Box</b>	<b>Interaction</b>	
<input checked="" type="checkbox"/>	Inform/Contact/Transmit ----- <i>the most basic level of communication skill needed</i>	
<input checked="" type="checkbox"/>	Affect/Coordinate/Compromise - <i>where cooperation is required</i>	
<input checked="" type="checkbox"/>	Convince/Follow up/Sell ----- <i>where influence is necessary</i>	
<input checked="" type="checkbox"/>	Conciliate/Negotiate/Overcome – <i>where diverse groups are involved</i>	
<input type="checkbox"/>	Craft strategic alliances ----- <i>where strategic deals need to be cut / forged</i>	
<b>MINIMUM REQUIREMENTS for the POSITION:</b>		
<b>Education</b> (Preferred education level)	<b>Certification/ Other Skills Required</b>	<b>Experience</b> (Equivalent job experience substituted for degree)
<ul style="list-style-type: none"> <li>Any four (4) year course</li> </ul>	<ul style="list-style-type: none"> <li>Proficient in utilizing Microsoft Office programs (Outlook, Power Presentation, Excel, and Word).</li> <li>Attention to detail and accuracy</li> <li>Strong organizational and time management skills.</li> <li>Excellent organizational skills including ability to prioritize and coordinate multiple tasks.</li> <li>Excellent written and verbal communication skills including professional phone etiquette.</li> <li>Excellent interpersonal skills, with the ability to build relationships with employees at all levels.</li> <li>Able to coordinate assigned projects to a successful completion with little or no supervision.</li> <li>Responds promptly to shifts in direction, priorities, and schedules.</li> <li>Uses sound judgment and problem resolution skills, often makes decisions in supervisor's absence.</li> <li>Proficiency in documenting processes and keeping up industry trends</li> <li>High -energy driven, articulate and friendly personality with a customer service mindset.</li> </ul>	<ul style="list-style-type: none"> <li>At least 6mons-1yr experience in admin job</li> </ul>



**Duties and Responsibilities**

**Specific Tasks:**

1. Conduct comprehensive product training, encompassing but not limited to the following topics:
  - DME Research Activity
  - DME Training (including introducing the account and Adapthealth)
  - Overview of Different Departments
  - HIPAA and HITECH Compliance
2. Administer assessment exams to new hires to ensure they have a good understanding of DME training and department overviews.
3. Manage and maintain the in-house training facilities and equipment to ensure they are in good condition for training sessions.
4. Continuously research and propose new training methods to improve training effectiveness and efficiency.
5. Provide necessary coaching and support to new hires who are facing challenges related to performance, attendance, or behavior within their first week of training.
6. Send weekly emails to the client every Wednesday shift to inquire about the required manpower for Monday starts.
7. Deactivate HRweb accounts for new hires who fail to attend training or exhibit No Call No Show (NCNS) and inform the ER Supervisor to update the attrition tracker accordingly.
8. Facilitate the endorsement of new hires to their respective departments after one (1) week of training.
9. Provide assistance to new hires during their client interviews to ensure they have the necessary information and support.
10. Submit daily attendance records for new hires during their first week of training to the client via email.
11. Prepare Time Keeping Corrections (TKC) for new hires during their initial week.
12. Generate a comprehensive Month-end report on new hire attrition, which includes detailed reasons for leaving.
13. Perform any other related duties as assigned by the immediate head from time to time.

**Shared Tasks:**

1. Implement and maintain an organized and efficient 201-filing system for training documents to ensure easy access and retrieval when needed.
2. Assist in preparing the Friday food list and facilitate distribution.
3. Assist in the planning and execution of engaging activities to foster team spirit and create a positive work environment. This may include brainstorming ideas, coordinating logistics, and encouraging participation from all team members.
4. Scan and upload 201 files into the HRweb platform for proper record-keeping and easy access by authorized personnel, ensuring confidentiality and compliance with data security protocols.
5. Provide ongoing support in organizing engagement activities, including coordinating schedules, securing venues or resources, and ensuring all necessary materials are prepared and ready for use. Additionally, help promote these activities to team members to encourage participation and engagement.



# Job Description

## Human Resource Department

### Certification of Agreement

This is to certify that I entirely agree and accept the content of this Job Description. I further certify that the contents were fully discussed and explained to me by my immediate supervisor/manager. Finally, I certify that I allow the company to use this Job Description in the evaluation of my performance in the company.

Printed Name and Signature of Employee/ Date: \_\_\_\_\_

Printed Name and Signature of Manager/ Date: \_\_\_\_\_

MARISHKA IRIS ARCILLA 7-28-23

Prepared by: Marishka Iris Arcilla	Noted by: Ramelyn Castañares	Recommending Approval Alfredo Camarillo, Jr.	Approved by: Jay Gissinger
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