



***Reputable Community Healthcare Clinic seeks Temp to Hire HR Coordinator  
Join an organization which is respected and well loved by the Community we serve!***

This is a great opportunity to share your work with an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary medical and dental care within a broad array of services - including prenatal, a teen center, all ages dental care, mental health, nutrition health services - that help our patients' live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish speaking patients.

AMC's Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 16!

**Are you a professional multi-tasker with people and computer skills wanting to work and grow in HR? If yes, we'd like to meet you!**

AMC is currently seeking a Temp to Hire HR Coordinator, Full Time, for our organization. If you are interested HR as a career, this is a great starting opportunity to learn and grow in healthcare!

**What you will do at AMC:**

The HR Coordinator provides administrative support in a wide variety of HR tasks and is responsible for Workforce Development duties in the Human Resources department at AMC and assists with strategic Talent related projects as directed by Director of HR. With guidance provided by HR Management, recruitment functions include revising and writing job descriptions, extracting details from job descriptions and creating marketable job postings for the position, posting jobs online to multiple online sites on a daily/weekly basis or as directed, responding to third party recruiters and walk-ins to HR department, reviewing candidates through online databases and HRIS, submitting candidates to internal hiring staff for feedback, coordinating interviews with candidates and AMC panelist(s), and follow up correspondence to candidates through phone and email communication from beginning of application to end and/or hiring. Assists HR Management with prospective employee(s) in the employment agreement phase prior to pre-employment onboarding inception. Supports compliance needs by providing the administrative day to day needs of the department including filing, responding to the general HR telephone inquiries, performing special projects as needed, supporting and enhancing the effectiveness and efficiency of the HR department, and providing any additional duties as directed by HR Management.

**Responsibilities will include:**

- Provides administrative HR support in the employee recruitment process for all positions; screens candidates by keeping clear written documentation; coordinates onsite interviews at AMC; communicates regularly to hiring managers on status of candidates; corresponds regularly with candidates by phone and email to ensure a positive candidate experience at AMC;
- Maintains the Job Postings on AMC Website through communication with AMC's Website Manager and entering and keeping multiple Online Job Posting Sites current; seeks out new job sites to post within budget and informs HR team; stays well informed of healthcare recruiting changes and improvements.
- Completes and tracks HR open position / requisitions and maintains Requisition Report as directed by HR Management;
- Supports HRIS implementation of the Recruitment function in HRIS Paylocity and maintains all daily communications with candidates and hiring managers;
- Provides administrative ongoing support for Onboarding new employees;
- Auditing of HR files and records as directed by HR Management;
- Ensure adequate supplies of new hire packets, volunteer packets, benefit enrollment kits, and other HR departmental supplies;
- Tracks candidate pipelines for all AMC positions;
- Administers Employee Referral Program;
- Job Descriptions – assists HR Director in facilitating the annual review of AMC's job descriptions as well as process any ongoing changes and updates.
- Serves on AMC's Employee Sunshine Committee and oversees and assists in coordinating AMC employee events.
- Updates and keeps AMC's Organizational Charts current at all times.
- Supports HR for all staff and HR monthly meetings, events, and with various projects based on the ever changing priority needs of AMC;
- Other duties as assigned.

**The HR Coordinator at Alliance Medical Center has the following qualifications and skills:**

- Bachelor's degree and 2+ years HR work related experience and/or associate's degree from two-year college and 4+ years HR work related experience, or equivalent combination of education and experience required.
- Proven ability to maintain confidentiality required.
- Tactful and professional mannerisms required.
- Good written communication and phone skills required.
- Strong work ethic and open to training with ability to build trust with others is required.
- MS Word, Outlook, and Internet research skills required.
- Experience using ATS and HRIS, Paylocity, preferred.

**To apply:**

Email resume to [hr@allianced.org](mailto:hr@allianced.org) with title of position in headline.

**AMC is a EOE**

**Local Candidates only.**