

UW HEALTH JOB DESCRIPTION

Onboarding Specialist			
Job Code: 350026	FLSA Status: Non-Exempt	Mgt. Approval: E. Molitor	Date: November 2023
Department: Talent Acquisition or Employee Health		HR Approval: S. Whitlock	Date: November 2023
JOB SUMMARY			
<p>The Onboarding Specialist functions with a high level of independence and streamlines, communicates and oversees the onboarding processes for all UW Health new employees, physicians and transfers. The Onboarding Specialist also oversees the selection and onboarding processes for contracted workers (Independent contractors, locum tenens, leased workers, affiliate workers, consultants, agency staff, travelers, non-employed students and interns, etc.). The Onboarding Specialist will act as a liaison between new employees/contracted workers or students, their hiring managers, Legal, Procurement, Security, Provider Services, SMPH, Human Resources, Contractor/Agencies, UW Health Partner Organization, UW Transportation Services, UW Health Information Services and multiple providers of new hire education (HR- Organizational Development IS-Health Link Training, Nursing Education, and various other Clinical Educators) who contribute to the onboarding and training. The Onboarding Specialist is responsible for facilitating activities related to achieving and maintaining compliance.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> Create and coordinate streamlined onboarding processes for all UW Health employee, physicians, contracted workers and students. Identify all new employees/contracted workers and their hiring managers prior to each individual's start date. Ensure new employees/contracted workers (or appropriate agencies) understand and possess the proper medical documentation required for new hire assessments, are aware of their orientation schedule, and have completed all required onboarding tasks, new hire paperwork, and regulatory, policy & health compliance requirements to successfully meet their identified start date. Partner with Department Director or Department Administrator and UWH Legal and/or Procurement to ensure affiliation agreements and legal agreements are negotiated, executed and followed. Communicate information regarding the appropriate onboarding process, validate and create a customized onboarding training plan with each hiring manager or partner with the appropriate training team for customized training plan prior to the individuals start date with UW Health. Understand the training requirements of the impacted teams and develop each individual's initial training schedule. Partner with UWH affiliate organizations to determine process for sharing compliance requirements and determining clearance of each other's staff. Manage the relocation assistance program and reimbursement process for all UWH new hires. Track and maintain pre-employment and annual health requirements compliance. Develop and complete follow-up audits to ensure compliance is achieved and maintained. Monitor compliance for the Respiratory Protection Program as needed. 			
ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.			
JOB REQUIREMENTS			
Education	Minimum	Associate's degree in Human Resources, Business Administration or a related field. Three (3) years of experience in Human Resources, Business or leading and coordinating programs may be considered in lieu of the Associate's degree in addition to the experience below.	
	Preferred	Bachelor's Degree in Human Resources or Business Administration or related field	
Work Experience	Minimum	<ul style="list-style-type: none"> Three (3) years of Human Resources or other relevant experience Experience leading or participating in process improvement initiatives. 	
	Preferred	<ul style="list-style-type: none"> Three (3) years independently coordinating programs that requires a high degree of customer service and attention to detail. Experience with new employee onboarding or training. 	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Ability to independently administer a program. Good verbal and written communication skills. Good customer service skills. Ability to follow up on issues or direct them to the appropriate parties. 	

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	<ul style="list-style-type: none"> • Strong attention to detail and accuracy. • Ability to work under deadlines and prioritize needs. • Ability to communicate professionally and effectively with organizational leaders. • Ability to use Microsoft applications (Word, Excel, Outlook) as needed. • Knowledge of organization policies, state and federal laws related to required education, certifications, immunizations for UW Health employees that may vary by work location, job title, or department 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
			Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.