

# **HPM Corporation Job Posting**



**OPEN POSITION:** Training and Document Control Specialist  
**CONTRACT:** Hanford Occupational Medical Services Clinic  
**CLASSIFICATION:** Full Time Non-Exempt  
**POSTING PERIOD:** 4/29/2022 - Until Filled

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**POSITION SUMMARY:** This position serves as the organizational training coordinator, and administration of training/presentation customer satisfaction surveys. Activities will be in accordance to local, state, federal, Department of Energy (DOE), and AAAHC (Accreditation Association for Ambulatory Health Care) standards and regulations.

## **POSITION RESPONSIBILITIES:**

1. Review materials prepared by supervisor for typographical accuracy and formatting.
2. Maintains recurring internal reports as directed.
3. Prepare monthly deliverables for manager approval.
4. Serve as Chairperson for the Document Management Committee (DMC), which includes being the recorder for meetings, preparing agendas, recording meeting minutes and prepare any associated handouts.
5. Identify training and document management best practices, implement improvement strategies and determine effectiveness.
6. Compose/type letters, memos, reports, and documents.
7. Organize and maintain office files.
8. Process subscription renewals, membership and license renewals and Survey Monkey as needed.
9. Process procurement requests.
10. Provide written and verbal communication for both internal and external project needs.
11. Provide editing services and ensure documents are standardized, within approved format, and without grammatical, punctuation or spelling errors.
12. Oversee document and forms control. Coordinate document and forms control and review, maintain Intranet documents library, and assist with development of new documents/forms and other materials.
13. Serve as organizational training coordinator for HPMC OMS staff required training.
14. Maintain training PowerPoints
15. Schedule staff for required trainings as they come due.
16. Act as a voting member of the Training Coordinators of Expertise (TCOE) Committee
17. Policy, procedure, and desktop instruction development as it relates to use of document control and training program.
18. Create PowerPoint presentations as assigned.
19. Support other functional areas with general back up secretarial functions as needed.
20. Adhere to and foster acceptable health and safety practices.
21. Perform other related duties as assigned.
22. Run monthly training reports for course completion, tickler, and delinquency.
23. Send out monthly training reminders to staff.
24. Process presentation rosters through Survey Monkey for customer satisfaction and feedback.

**ESSENTIAL SKILLS & EXPERIENCE:** To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. High school diploma or GED equivalent.
2. Minimum of 2 years related experience in a professional setting.
3. Demonstrated proficiency with computers and other office equipment.
4. Knowledge and experience in current MS Office tools including Word, Excel, PowerPoint, Outlook, Publisher, and Adobe.
5. Demonstrated competencies in dealing with people effectively and in written and oral communication.
6. Ability to multi-task in stressful situations.
7. Ability to exercise good judgment and poise when dealing with the public and co-workers.
8. Good analytical skills, attention to detail, and organizational skills.
9. Strong verbal and written communication skills.

**DESIRED SKILLS & EXPERIENCE:** The following skills or experience are highly valued, but not required to perform the essential functions of this position.

1. Experience working at Hanford.

**SUPERVISION RECEIVED:** This position reports to the Manager of Performance Assurance and Health Information Manager.

**SUPERVISION EXERCISED:** This position does not directly supervise any employees.

**TYPICAL PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee may be required to walk, sit or stand for extended periods of time; reach with hands and arms; balance; stoop; talk or hear; have sufficient manual dexterity to operate a keyboard, calculator, telephone and other such office equipment as necessary; may occasionally move and/or lift up to 25 pounds. Specific visual abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Mental limitations:* Clear and conceptual thinking ability; excellent judgment, problem solving, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines. Must be mentally adaptable and flexible in dealing with a variety of people and able to answer questions and provide guidance in a professional and friendly manner.
- *Work environment:* Work will mainly be performed at the HPMC Occupational Medical Services Clinic and will involve frequent contact with other HPMC and project employees, customers, clients, representatives and vendors; work may be stressful at times; interaction with others is frequent and may be interruptive; may occasionally work hours outside of typical work schedule to accommodate needs; opportunities for local travel may occur; the noise level in the work environment is usually minimal.

**COVID 19:** HPMC employees must be fully vaccinated to perform work on any contract. Your vaccine status will be verified at onboarding. Please note medical or religious accommodation may be available, however, the exemption to the vaccination and accommodations must be approved before starting.

***Although this position is open until filled, qualified applicants that apply by May 13th, 2022, will be given first consideration.***

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities. Women, Minorities, Veterans, and Individuals with Disabilities are encouraged to apply. We are an Affirmative Action and Equal Opportunity Employer. HPM Corporation is a VEVRAA Federal Contractor

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HPM Corporation is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.