

THE Importance of Caring

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my journey into health care



Sandy Bargmann
 HUMAN RESOURCES SECRETARY

Sandy Bargmann is used to multitasking. At one point, she was working three part-time jobs at once.

Bargmann's first job was as an office manager and bookkeeper for a local shopping guide, and over the years, she did bookwork for several business ventures she was involved in with her husband.

When the last of Bargmann's four children entered school, she took a position in the accounting/ACH department of a local bank and worked there for more than 25 years. In 2006, she took on a part-time position as clerk/treasurer for the Village of Duncan while she held down a third position as a part-time bookkeeper for a local carpet shop.

"The variety of work at these jobs prepared me for employment in an office setting but the 10 years as clerk/treasurer prepared me for every aspect of running a business from HR/payroll/tax filings to accounts payable/receivable, board meetings and yearly budgets and audits," she said.

Bargmann is now putting those skills to work in her current job as human resources secretary at Columbus Community Hospital – a position she has held since July 2013.

In this position, Bargmann provides clerical support for human resources and

administration. She directs visitors and callers to the proper person or department; updates and maintains CCH policies and procedures, incident command call lists, forms and job descriptions; publishes the monthly newsletter; sends out anniversary cards; orders supplies; coordinates the "Good Job" and "Star" cards; updates bulletin boards; handles the sale of postage stamps and gift certificates; takes RSVPs and plans retirement teas.

This variety of work means that Bargmann has no typical day in the office. Each day, she handles multiple tasks along with fielding phone calls, emails and in-person visits from visitors and CCH employees.

"Every day is different," she said. **"I may start my day with a mindset of what I need to get done, but if an email, phone call or request comes up that needs immediate attention, I switch direction and prioritize their importance. Being able to multitask and stay focused is necessary in this position."**

Bargmann appreciates the busy pace of her job as well as her co-workers.

"I enjoy working in the human resources department with an exceptional team of co-workers that provide support and care to our employees from recruitment to their first day on the job and all the way through retirement," she said.

While she helps support her fellow employees, Bargmann has also been supported by CCH. She said throughout her time at CCH, she has been encouraged to take classes at the local college and attend informational meetings and seminars for both her personal and professional interests.

"I have always felt respected and appreciated for the work that I do and when given the opportunity to make a change or try something new, CCH has always given me the support to do so," she said.

Though Bargmann hadn't set out to have a career in health care, she enjoys it and she encourages other people to explore the variety of jobs in the field.

"A health care career isn't only patient care, many business and office positions are available in a hospital setting and each and every one of them is an important part of our mission to improve the health of the communities we serve," she said.

For more information on the variety of positions available at CCH, visit www.columbushosp.org.