

# FAMILY ELDERCARE

Human Resource Generalist

## Job Description



Job title: Human Resource Generalist	Reports to: Director of Human Resources
Program: Administration	Work Location: Rutherford Office
Position Status - Full-time FLSA Classification - Non-Exempt	Salary Range - \$55,500-\$60,000 per year

### **Essential Duties:**

The Human Resource Generalist position provides support to the Director of Human Resources, and the other Program leadership by performing duties related to Human Resource functions. The Human Resource Generalist will run the daily functions of the Human Resource department including assisting hiring Managers in staffing, adding payroll changes, benefits administration, leave of absences, working and pulling reports in HRIS, and enforcing organizational policies and practices.

### **Essential Duties and Responsibilities:**

- Promote the Mission, Vision, and Values and standards of conduct.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with program leadership to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and oversees employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- May participate in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.
- Maintains HRIS system.

**Education and/or Work Experience Requirements:**

- Associates degree in Human Resources Management, Business Management, or related field; or equivalent of combined experience and education.
- Nonprofit experience preferred.
- PHR/SHRM certification preferred.
- Proficient in Microsoft Office products
- Proficient in Leave of Absence process
- Proficient in ADA interactive process
- 3-5 years' experience of benefits management
- Paycom experience a plus
- Minimum 3 years of human resources professional experience is required, including advanced generalist skills and proven ability to manage both day-to-day HR operations.

**Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

**Working Conditions/Physical Requirements:**

- Work occurs in both office settings and in a remote work setting, conducting human resources services.
- Off site visits may include other FEC facilities, non-profit organizations, Human Resource Management Associations and Groups, and others related to providing HR services. Requires a significant amount of face-to-face interaction and phone contact with employees, volunteers, and outside professionals.
- Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.