

## HUMAN RESOURCES GENERALIST

### Job Description

**Position Status:** Hourly, non-exempt, Reports to Executive Director  
35 – 40 hours per week

#### **Position Summary:**

Oversee, coordinate, and assist Executive Director with personnel activities within the Agency including recruitment, grievance procedures, labor relations, employee evaluations, and equal employment opportunity, affirmative action procedures and employee assistance programs, implement program goals and objectives and perform a variety of administrative and professional tasks in support of assigned area of responsibility.

Specific job duties and responsibilities: Following agency protocol as detailed in Haven House's written policies and procedures and specified by funding sources:

- Oversee, coordinate, and assist Executive Director with personnel activities within the Agency including recruitment, grievance procedures, labor relations, employee evaluations, and equal employment opportunity, affirmative action procedures and employee assistance programs.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing personnel services; implement policies and procedures.
- Manage Training Logs; schedules, resources and maintain certification for grant requirements.
- Assist with the administration of employee benefits.
- Manage the on-board process for new employees, background checks, employment verification.
- Manage Health Screenings, scheduling, reporting, and documentation.
- Maintain up-to-date personnel information and files.
- Coordinate recruitment, evaluation, and selection procedures for internal and external applicants, facilitate job posting for internal personnel.
- Assist with the investigation of employee misconduct incidents, assist in personnel grievance hearings, provide documentation and reports pertaining to all grievances, represent assigned department at grievance hearings.
- Coordinate employee evaluation procedures with supervisors, develop and monitor tracking and reporting systems.
- Ensure Agency compliance with applicable FLSA laws and regulation, respond to EEOC charges and investigate complaints.
- Assist and monitor various personnel actions originating within the department including new hires, terminations, salary changes, and ensure compliance with applicable policies and procedures.
- Assist with the preparation and present arguments in formal grievance hearings related to violations of employee contracts or applicable ordinances.
- Complete and submit paperwork to external agencies, including workers compensation claims, unemployment claims, verification of employment, etc.
- Maintain confidential personnel records according to established rules and regulations, develop reports concerning new or on-going programs and program effectiveness.
- Develop personnel reports as requested, including performing analysis and making recommendations.
- Maintain Volunteer recruitment, training, and logs.

#### **Minimum Education and Experience Requirements:**

Education and experience directly related to the minimum requirements below may be interchangeable on a year for basis.

#### **Minimum Staff Requirements and Qualifications:**

1. Ability to work effectively in a multi-task, crisis-oriented environment.
2. Ability to relate to coworkers, peers, residents, and other in a positive and professional manner.
3. Ability to communicate effectively verbally and in writing.
4. Satisfactory clearance of criminal background check. Health testing with a negative outcome.
5. Current certification in CPR and First Aid.

**Education:**

1. Prefer Bachelor's degree from an accredited college or university in human resources, public administration, or business administration, and/or Four (4) years of human resources experience in a generalist, specialist, or analyst role, and Employee or Labor Relations experience.
2. Prefer working experience in a non-profit setting.
3. Working knowledge of all Microsoft Office applications.
4. Current Valid Driver's License.

**"Haven House, Inc. is an Equal Opportunity Employer. We celebrate all cultures and embrace diversity with an inclusive environment for all employees."**