TITLE: Human Resources Generalist

REPORTS TO: Director of Human Resources

This position will provide professional level human resources support and general human resources administration for the organization, under the direction of the Director of Human Resources. They will help coordinate and provide support and guidance as it pertains to multiple human resources functions including talent management, employee relations, benefits and administration. The Human Resource Generalist will remain current on human resource laws and regulations and compliance with EEO, ADA, FMLA and other HR and applicable Department of Health and Head Start regulations.

They will possess meticulous attention to detail, a self-starter who sets priorities, has strong organizational skills, is customer focused, manages their own work and meets objectives, and handle matters with a high level of professionalism, discretion and integrity.

Principal Duties and Responsibilities

Staffing:

- Develops job descriptions and posts Jobs, coordinating with the hiring manager;
- Reviews resumes, schedules interviews and performs preliminary interview screening for designated positions;
- Performs background and reference checks as needed;
- Attends Job Fairs, reaches out to recruitment sources and networks to attract applicants and represent the organization in the community;
- Develops relationships with schools, universities, job training programs, etc.; researches and uses other channels for recruitment to build a pipeline of candidates (i.e.: internal referrals, websites, social media, professional organizations, etc.);
- Manages the Employee Referral Program;
- Assists the HR Coordinator with new employee onboarding;
- Assists the HR Coordinator with Credentialing and Privileging of all Licensed Health Center providers;
• Assists Chief Operating Officer/Health Center Director and the HR Director with the Annual Re-Deeming Application to HRSA for the Federal Claims Torts Act (FTCA), to ensure Medical Malpractice Insurance through the U.S. Department of Justice.

**HRIS:**

• Works with the HR Director to implement technology solutions to streamline processes and improve efficiency;
• Interfaces with payroll on maintenance of employee files and employee status changes to ensure an accurate and timely payroll as needed;
• Works with the HR Coordinator to ensure the accuracy of employee records and information for new employees, terminations, employee status changes, etc. is entered into the HRIS system;
• Works with the HR Coordinator to ensure the onboarding process is complete and all required documentation and trainings take place; maintains the highest standards of quality control and efficient communication with managers and other HR staff;
• Supports the training of managers and other employees on HRIS and payroll systems;
• Completes various internal and external reporting.

**General Human Resources**

• Interfaces with employees to answer questions or address concerns and refers employee relations issues to the HR Director;
• Provides information to employees and managers regarding organizational policies;
• May assist with employee investigations and provide counsel to managers;
• May conduct exit interviews and report information to the HR Director;
• Participates on employee committees and helps plan and coordinate employee activities;

**Compliance/Administration**

• Ensures compliance with EEO, ADA, and FMLA requirements;
• Administers FMLA and all leave of absence programs;
• Monitors compliance with applicable Federal, State, and local laws as well as regulations from other applicable agencies, notifies managers of potential issues and proposes corrective action;
• Supports the HR Director with the annual Affirmative Action Plan, ensuring all documentation is kept in order and audit ready at all times;
• Ensures compliance with all federal, state, local and private funding sources as they pertain to HR, including, the Federal Department of HHS: Bureau of Primary Health Care (BPHC) and the Health Resources Administration (HRSA); Administration of Children and Families Office of Head Start; RI Department of Health; BHDDH; DCYF; Community Services Block Grant, etc.
• Provides guidance and assistance to employees and management relative to the company’s benefits programs, policies and procedures and provides benefit orientation to employees; assists with benefits administration and the annual open enrollment;
• Assists with the administration of performance management process;
• Maintains current knowledge of employment practices, evaluates existing policies, procedures, processes, and programs for effectiveness and makes recommendations for changes as appropriate;
• General HR administration and filing;
• Acts a backup to the Human Resources Coordinator;
• Other duties and special projects as required.

**Education and Experience:**

- Minimum Associates Degree in a related field and HR Certificate or coursework; Bachelor’s degree and Human Resources Certification preferred;
- Minimum of 3-5 years of human resources generalist experience;
- Experience administering employee benefit programs and working with payroll/HRIS systems; experience with ADP Workforce Now preferred;
- Strong knowledge of the hiring and onboarding process; demonstrated experience with creative recruiting techniques;
- Previous experience in healthcare or non-profits preferred.

**Knowledge, Skills and Competencies:**

- Must have a commitment to the mission of the organization and providing high quality service to our clients;
- Current knowledge of appropriate federal, state, and local employment laws as they pertain to human resources;
- Knowledge of HR policies and procedures;
- High level of customer service orientation and exceptional interpersonal skills;
- Excellent verbal and written communication skills;
- Has a positive can-do approach and can be flexible to change;
- Able to handle challenging confidential situations with the utmost professionalism, discretion, objectivity and a calm temperament;
- Analytical (working with spreadsheets and/or various reports) skills needed;
- Works well independently and as part of a team;
- Skillful at multi-tasking, attention to detail, time management, and organizational skills in a fast-paced environment;
- Must be methodical in approach to problem solving and be able to manage filing/database system;
- Intermediate to advanced skills in Microsoft Excel, Outlook, and Word.

**Working Conditions:**
General office environment; occasional travel to multiple locations locally; high utilization of office equipment, phone, computer, etc.

The requirements described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands and Work Environment:**

- Work environment is normally an office environment. However, there may be circumstances where working remotely (from home) is required.
- Able to sit at a work station, concentrate viewing computer screens for an extended period of time.
- High utilization of office equipment, phone, computer, printer, etc.
- Able to travel locally to multiple locations.

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Contact**

Tri-County Community Action Agency is an equal opportunity employer and fully committed to a culturally diverse staff. People of color, LGBQ/T candidates, and people of diverse backgrounds are encouraged to apply.

Candidates should submit a resume and cover letter describing their interest in this position, references, and salary requirements to: [Careers@tricountyri.org](mailto:Careers@tricountyri.org)