



## **JOB DESCRIPTION**

**Title:** Human Resources Generalist  
**Classification:** Part Time/Non Exempt-60% FTE  
**Reports To:** Director of Human Resources

### **Overview**

POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery supportive services to women with substance use and co-occurring disorders.

The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with the HR Director in supporting the administrative and management teams. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance. This position requires a perceptive person who is capable of relating to individuals at all levels within the organization. The HR Generalist must be sensitive to the Agency's needs, and employee goodwill and have the ability to balance the two.

### **Essential Duties and Responsibilities**

- Serves as benefits administrator on POWER's health, dental and vision insurance, long & short term disability insurance, life insurance, 401K and other employee-related benefits and provides documentation as necessary to providers for the employees' benefits to begin and end as agreed in plan documents.
- Maintains and updates the human resource information system/payroll system with all employees' changes and requests such as new employees, separating employees, etc. Maintains HRIS records and compiles reports from the database. Assists in evaluation of reports, decisions and results of HR department in relation to strategic goals
- Assists in the development and implementation of personnel policies and procedures; prepares and maintains the Employee Manual.
- Recommends new approaches, policies, and procedures to continually improve efficiency of the HR department and services performed.
- Responds to requests for unemployment filings and represents POWER at unemployment hearings.
- Performs all fiscal related paperwork for new hires and employee payroll changes. Responds to requests for employee verification from outside sources, within agency policies and guidelines.
- Prepares offer letters based on Personnel Action Form. Performs terminated employee procedures, such as sending termination letter, removal from benefits, IT requests, etc.
- Responds to employee inquiries regarding benefits.

- Updates and maintains the various phone lists and organizational chart.
- Works with the Director of HR and Managers to post positions, internally and externally.
- Schedules, coordinates, and conducts orientation for newly hired employees. Ensures completion of all required paperwork including benefit enrollment, provides drug screen referrals, assigns equipment/supplies and provides agency photo identification and lanyards.
- Assists HR Director to manage all Workers Compensation claims within legally required timeframes, including obtaining employee injury report, providing panels, and corresponding with claim representatives.
- Assists with management of FML requests, and FML time off benefits.
- Assists HR Director with employee relations issues, applying employment laws to minimize risk, especially in situations of disciplinary issues, hiring, and terminations.
- Active member of Safety Committee.
- Establishes and maintains human resources/personnel files for current and former employees complying with internal policies and external regulatory requirements. Completes annual audits for same.
- Attends all assigned meetings and trainings as requested.

### **Requirements**

- Bachelor's Degree in Human Resources or Business Administration, and PHR or SHRM-CP certified or the ability to become PHR or SHRM-CP certified within one year.
- Knowledge of local, state and federal employment laws.
- Ability to maintain confidential information.
- Value for and ability to deliver excellent customer service.
- Flexible and able to self-direct with multiple clerical needs.
- Attention to detail, strong interpersonal skills and excellent organizational skills.
- Self-directed and flexible to meet the needs of administration and management, and ability to manage multiple tasks.
- Understands and supports a trauma informed system of care.
- Models and supports clients and staff in health and wellness activities by using healthy coping skills.
- Supports POWER's mission with a sensitivity of cultural diversity and workplace harmony.
- Ability to secure Act 33 and 34 clearances.

**Working Conditions**

- Working in POWER’s various offices.
- Ability to lift light boxes of office supplies.
- Ability to work the hours necessary to complete the work.

**Disclaimer**

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

***POWER is an equal opportunity employer and provider***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_