

HR Generalist

Employee:

Reports To: Director of Human Resources

FLSA Status: Exempt

Location: Horizon Administration Building

POSITION SUMMARY

The HR Generalist provides administrative, operational and strategic human resources support services including financial accountability, personnel programs, employment process and relations, employee educational programs and orientation and overall operation of the Human Resource Department. This position reports directly to the Human Resource Director and works collaboratively with the administrative executive team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain personnel files in compliance with applicable legal requirements.
- Maintain employee records via HRIS system.
- Process enrollment forms and coordinate health, dental, vision, life and disability insurance with the various service providers concerning routine administration of programs for employee benefits.
- Input and audit employee insurance records to ensure that they are synchronized in the carrier website database and HRIS system.
- Maintain paperless document database and ensure that relevant and up-to-date employee documents are uploaded into the HRIS system.
- Assist with the recruiting program, making sure job ads of open position are placed on company website as well as local newspapers and applicable community health center membership job boards.
- Develop and maintain relationship with employment agencies, universities, and other recruitment sources.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Assist with maintaining and updating employee policies, forms, procedures via the website and or handouts.
- Assist in ensuring all Federal mandates relating to employment practices are maintained.
- Assist with the interviewing process and reference checks and background checking.
- Conduct on-site/teleconference New Hire Orientation.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees.
- Assist with employee training activities and educational programs.
- Assist with supervisory staff and employees to resolve areas of concern.
- Participate in monthly OSHA meetings to ensure Safety compliance is being met.
- Assures compliance with COBRA guidelines by preparing letters and other paperwork as directed.
- Investigate employee incidents and prepare paperwork.
- Administer Leave of Absences which includes accurately interpreting and applying State and Federal leave

laws. Review guidelines for eligibility resulting in accurate eligibility decisions.

- Conduct employee terminations as well as exit interviews as needed.
- Oversee the coordination of the Student Preceptorship with Providers.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

EDUCATION/EXPERIENCE

High School Diploma or GED. Associate's Degree in Business Preferred. 1 to 2 years of post-secondary education or related experience in Human Resources. Will consider a combination of education and experience in the Human Resource field in lieu of education requirement.

TRAVEL

Will consist of travel to other clinic sites along with attending recruitment fairs and training venues as needed.

SKILLS

Position requires knowledge of Human Resource practices, guidelines and requirements. Individual must have working knowledge of computer and computer applications. The individual must be able to communicate well with the public, support staff and practitioners. The individual must be willing and able to use all formal education.

COMPUTER SKILLS

Must have experience with Microsoft Office suite, HR software, Time Clock, Benefit software, and other software programs to complete various tasks.

EMPLOYEE EXPECTATIONS

All staff members are expected to conduct themselves in a manner consistent with the mission, vision and values under which this community health center operates. They must be an active, positive participant of the team while maintaining confidentiality regarding those served, co-workers and referral/funding sources. They must also treat all persons with respect, courtesy and dignity and be on time and regular in attendance, and show up for work with a positive attitude. Patterns of absences or tardiness are not acceptable. It is required to refrain from spreading rumors, gossiping or other non-productive forms of conversation, at work or away from the workplace. Must maintain HIPAA compliance at all times and be willing to participate in Horizon's mandatory training programs. Be professional and discrete in manner at all times. Maintain good public relations between the community and Horizon.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands/fingers to handle or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally

lift and/or move up to 10 pounds. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Employee generally works within an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee may travel locally between multiple worksites and be responsible for own transportation. Out of area travel will be required on occasion. Hours of operation vary depending on the duties needed to be done. The noise level in the work environment is usually moderate.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of job duties performed by personnel in this position.

**Nothing in this job description restricts the right of Horizon management/executive team to assign or reassign duties and responsibilities to this job at any time.*

I hereby accept the position of HR Generalist and agree to perform the identified essential functions and expectations in accordance with Horizon Health Care's established policies and procedures.

Employee Name (Printed)

Employee Signature

Date