

Human Resources Generalist

Kadima provides comprehensive residential, therapeutic and social services to all people with mental health needs as they move forward in their lives. Inspired by Jewish values, Kadima delivers these services while providing education and outreach to the broader community to ensure positive mental health outcomes for all.

QUALIFICATIONS

Bachelor's degree in human resource development or related field required. Three or more years related human resources generalist experience in a combination of: employee relations, benefit administration, HRIS, training and employee development, and HR policies and practices. Interpersonal, writing and presentation skills sufficient to effectively communicate with management and staff. Proficiency using Microsoft Office is required.

ESSENTIAL DUTIES

- Handle day-to-day operations of the HR department.
- Coach employees and managers in resolving conflict, better communication, gaining emotional intelligence, listening and understanding. Manage and resolve relations issues. Conduct investigations when appropriate.
- Provide benefit administration including enrolling staff in benefits. Coordinate annual open enrollment. Collaborate with payroll to ensure benefit deductions are processed correctly and ACA is processed in a timely manner.
- Conduct new hire orientations with all new employees to ensure that each new employee is welcomed, trained and set up to succeed in their new role.
- manage the HRIS/payroll system including adding new hires, change of status, promotions, and terminations, PTO, garnishments, etc. Create and run reports on a regular basis and as needed for special projects.
- Consult with employees and supervisors to assess training needs and develop trainings to meet those needs. Evaluate applicable outside training resources as appropriate.
- Develop and update general HR policies and procedures, including, but not limited to: job descriptions, employee handbook, performance management process and compensation practices.
- Manage the company's employee recognition programs and facilitates the Events Planning Committee.
- Lead the recruitment and selection process for all open positions. Screen candidates and provide recommendations and resumes to hiring managers.
- Manage tasks and all necessary documentation involving worker's compensation, OSHA logs and reporting, unemployment hearings, annual background checks, TB/physical updates, etc.
- Maintain all employee records and paperwork in a confidential, consistent and legally compliant manner.
- Other duties as assigned.

Email resumes to sandrieux@jvsdet.org