**HUMAN RESOURCES GENERALIST**

Maternal & Family Health Services (MFHS) is currently seeking a compassionate, collaborative, and detail oriented professional for the role of **Human Resources Generalist**, assisting the *Senior Director of HR* in providing HR support to over 150 employees throughout the MFHS network in the areas of staffing, employee relations, wellness, employee development, and performance management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Perform all functions of recruiting such as advertising, community outreach, reviewing resumes, coordinating with hiring supervisors, and promoting a positive applicant experience.
* Schedules and monitors onboarding, conducts new employee orientations, processes new hire paperwork ensuring all forms are accurately completed and clearances are compliant. Assumes responsibility for a positive new hire experience.
* Assists in development and implementation of personnel policies and procedures, and maintaining an updated employee Human Resources manual, and serving as a policy subject matter expert to employees and managers.
* Processes unemployment paperwork in a timely manner.
* Administers and monitors Worker’s Compensation program and claims.
* Partners with Senior Director of Human Resources, Marketing and MFHS leaders to plan newsletters, internal communications, training, diversity initiatives and employee engagement activities and events.
* Promote and contribute to organizational and programmatic goals of MFHS.
* Assists Senior Director of HR with projects as assigned.

**QUALIFICATIONS**

* Bachelor’s Degree in Human Resources Management (preferred) or business/related field.
* 1-3 years of professional experience in a human resources department.
* General understanding of employment law as it pertains to recruitment, hiring, selection, promotion and termination.
* Excellent written and verbal communication skills.
* Must have the ability to solve practical problems and deal with a variety of variables; ability to interpret a variety of instructions in written and oral form.
* Solid understanding and experience with Microsoft Office

***OTHER ABILITIES/SKILLS***

* Ability to function independently and as part of a team.
* Excellent customer service and interpersonal skills.
* Strong planning and organizational skills.
* Ability to type 40+ wpm and strong PC skills with ability to adapt and learn HRIS and other programs and software as needed.
* Maintain a high level of confidentiality and professionalism.
* Manage multiple projects/tasks concurrently and prioritize effectively to meet deadlines.
* Relate to others on a regular basis requiring excellent interpersonal relationship skills.
* Use independent judgment and discretion in dealing with highly confidential information and sensitive situations.

MFHS is an innovative health and human service organization dedicated to meeting the needs of the communities we serve through information, education, and quality *care.* We are fully committed to be an organization that embraces diversity, equality, and inclusion; both in our workforce and the communities we are privileged to serve. “CARE” is a part of everything we do and everything we are, and exemplifies are core values: C - commitment, A - accountability, R – respect, and E -excellence.

MFHS offers employees:

* Excellent employee and family medical, dental, and vision Insurance
* 11 paid holidays
* Generous paid time off
	+ Earn 2 weeks to start, 3 weeks after 2 years, and 4 weeks after 4 years!
	+ 4 personal days
	+ Earn sick time beginning your first day
* 100% 401k Company Match (up to 6% of compensation)
* MFHS Paid Life and Disability Insurance
* Family friendly schedules – no holidays, evenings, or weekends
* Paid training & development
* Wonderfully collaborative and supportive culture

Join our compassionate & caring team!

Apply on website at [www.mfhs.org/careers](http://www.mfhs.org/careers)