

## HUMAN RESOURCE GENERALIST I

St Joseph's Center, one of NEPA's largest providers of care to individuals with profound intellectual and physical disabilities, maternity & family services and therapeutic services is seeking to fill the above position immediately. The hours are Monday through Friday 8:30 a.m. - 4 :30 p.m. Responsibilities include all areas of human resources including all payroll changes, recruitment, updating tracking systems, training and employee relations. Excellent computer and communication skills are a must. A Bachelor's Degree in Human Resources or related field and one to two years of experience preferred. A competitive salary with an excellent fringe benefit package which includes a medical plan, dental plan, employer paid disability & life insurance, 401k with employer match and base contributions, generous paid time off, paid holidays and tuition reimbursement. Visit our website [www.stjosephscenter.org](http://www.stjosephscenter.org) to complete an application.