



JOB TITLE: Human Resource Generalist
SCOPE: Full-Time/Exempt
SUPERVISION: Reports to Human Resources Director

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

WHAT WE ARE LOOKING FOR:

The ideal Human Resource Generalist will play a pivotal role overseeing key aspects of the Human Resource Department including the development of programs designed to improve the work/life balance of employees. The candidate will have excellent customer service skills and represent confidentiality. The candidate will have experience running daily functions of the Human Resource (HR) department including posting positions on job boards, hiring and interviewing staff, processing payroll, explaining benefits, and leave. The candidate must be organized, flexible, have great attention to detail, and be highly capable of meeting expectations. The successful candidate will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE:

The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES:

Payroll:

- Leads all functions in partnership with HR Director related to Payroll.
- Maintain all functions related to HR System including but not limited to updates, hires, terminations, etc.
- Facilitates the completion of required forms, agreements, and documentation.
- Updates ACA series codes for 1095s with a quarterly review.



Hiring, Onboarding, Offboarding, Training:

- Use Indeed and other platforms to recruit potential employees.
- Attend any job fairs with HR Director
- Set up face-to-face interviews with hiring managers and candidates.
- Facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Conducts New Hire Orientation for new hires, including but not limited to Benefit Elections, Entry into Vendor Systems, uploading documents into Payroll folder, etc.
- Set up and track 90-day evaluations for new hires.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; performance and talent management; training and development.
- Completes offboarding processes, including exit interviews and necessary paperwork following the checklist process.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommend best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications (Relias).
- Perform quarterly background checks for all staff including but not limited to FCSR and Exclusion lists.
- **Performs other duties as assigned.**

WORKING CONDITIONS:

DOORWAYS' schedule promotes a healthy work-life balance; official office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, or related field required or PHR Certification required in lieu of degree.
- Two years of Human Resource experience is preferred.
- Must have proficient knowledge of Microsoft Office software, Excel, Word, Power Point and Outlook.
- Must be detail-orientated and a problem solver in thought process.
- Nonprofit experience is preferred.



SPECIFIC REQUIREMENTS:

- Ability to maintain strict confidentiality.
- Must be able to read, write and speak the English language well.
- Must be able to follow written and oral instructions.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must be able to work well as a team member and a self-starter.
- Ability to work independently.
- Must have a positive attitude and work well under high pressure.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

This job description in no way states or implies that these are the only duties the Human Resource Generalist will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **Human Resource Generalist** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Date

Signature

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.