



JOB DESCRIPTION

HR Generalist

REPORTS TO: Director of Human Resources

EDUCATION: Bachelor's degree in Human Resources, Business Administration, or related field preferred. Commensurate with experience.

Position Summary:

The HR Generalist is responsible for assisting with overseeing and administering all general aspects of the human resources function within the healthcare clinic. This position is responsible for assisting with staffing, employee relations, performance management, benefits administration, compliance, and support for HR policies and procedures. The HR Generalist also provides support and guidance to clinic leadership and employees regarding HR-related matters.

Qualifications and Skills:

- 2-5 years of experience in HR, preferably in a healthcare setting.
- Knowledge of employment laws and regulations.
- Strong interpersonal and communication skills.
- Ability to handle confidential and sensitive information with discretion.
- Strong organizational and time management skills.
- Proficient in MS Office Suite and HRIS systems.
- Ability to work independently and as part of a team.

Essential Job Functions:

- Supports the recruitment and selection process by screening resumes, conducting interviews, and coordinating pre-employment screenings.
- Promotes DEI efforts in all recruiting and hiring aspects.
- Manages new employee onboarding including orientation, completion of required documents, and processing of background checks and other employment screenings.
- Provides assistance when needed to oversee employee relations activities to ensure a positive work environment, including addressing employee concerns or grievances, mediating conflicts, and conducting investigations when necessary.
- Provides assistance with administering performance management processes including goal setting, annual performance evaluations, and development plans.
- Provides assistance with managing FMLA administration, including tracking and documenting all aspects of FMLA administration.
- Ensures compliance with all employment laws, regulations, and company policies. Keeps up-to-date with changes in legislation and ensures necessary changes are implemented.
- Provides assistance to employees and managers regarding HR policies, procedures, and programs.
- Maintains accurate and complete employee records, including personnel files, training

records, and HRIS data.

- Assists with the development and implementation of HR programs and initiatives, such as employee engagement, wellness, and recognition programs.
- Conducts exit interviews and analyzes data to identify trends and make recommendations for improvements.

- Exhibits professional customer service utilizing the AIDET (Acknowledge, Introduce, Duration, Explanation, and Thank You) model among all interactions with staff and patients.

- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias

This role may require occasional travel to other clinic locations and the ability to work non-standard hours based on business needs.

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- shift length - 9 hours
- indoor setting
- frequent use of computer
- long periods of standing, sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- frequent walking, bending, reaching, twisting, kneeling, squatting, climbing
- occasional exposure to mechanical and electrical conditions
- occasional carrying, lifting, pushing and pulling of up to 55 lbs
- occasionally working in noisy and confined areas
- frequent use of personal transportation with US Standard gas reimbursement provided.
- occasional travel
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications

HOW TO APPLY:

To apply online, follow this [link](#) to fill out the application form.

REVIEWED WITH EMPLOYEE:

Employee Signature

Supervisor Signature

Date