



Horizon House

JOB OPENING-POSTED 1-17-2019
To apply login to our website at www.horizonhouse.org, and click on the “Career” tab. Current employees can apply through their PayNorthwest account under “Our Company” then “Search for Jobs”.
Pay: DOE

Requisition #2-2019

Title: HR Generalist
Supervisor: VP of HR
Status: Full Time

Dept: Human Resources
Effective Date: 1/2019
Grade 33: Exempt

Summary:

Building on Horizon House’s Employee Value Proposition and Promise, the primary role of the HR Generalist is to work with department leaders to create and implement strategies to attract, retain and onboard top talent to Horizon House. The HR Generalist will also oversee employee benefits. In addition, the HR Generalist will provide other general professional level HR support in the areas of compensation, compliance and matrix to the VP of HR.

Essential Job Duties

Recruiting -

- Foster strong relationships with candidates while conveying a sense of Horizon House culture.
- Using a consultative approach, work with hiring managers to ensure each search is on target and results in the best hire for the position
- Stay current with recruiting trends and sourcing strategies, utilize the full capabilities of social media
- Develop advertising/search strategy for posting positions
- Continually communicate both internally with hiring managers and associates, and externally with candidates to keep them informed throughout the hiring process
- Source, screen and recommend candidates; schedule interviews, and manage post interview team debriefs
- Manage closing processes
- Build and maintain a network of potential candidates through pro-active market research and on-going relationship management
- Oversee the recruiting and onboarding process. Recommend ideas and strategies related to recruiting and on boarding and implement new processes, tools, and strategies to deliver high quality results
- Establish and maintain networks through professional societies, college recruiting and industry job fairs
- Manage relationships with external recruiters and temporary staffing agencies and benefit vendors/providers.
- Ensure that recruiting processes are legally compliant and meet EEO/ADA guidelines
- Develop and maintain community relationships that create a pipeline of future talent.

Onboarding –

- Provide coaching and guidance in order to enable hiring managers to continuously improve their talent acquisition capabilities
- Extend employment offers and provide information for a smooth transition to the Onboarding group.

Recordkeeping –

- Generate reports as required
- Manage ATS
- Manage critical data to ensure compliance with Federal, State, County and City requirements
- Establish metrics and use data to improve recruiting performance and deliverables

Compensation –

- Together with the VP of HR, annual review of salary grades and compensation plans
- Conduct compensation surveys as requested or as market dictates
- Recommend updates/adjustments to compensation as suggested by matrix, data and market to ensure that HH compensation remains competitive within the industry and immediate market.

Employee Recognition/Engagement –

- Take an active role in the development and implementation of recognition and engagement initiatives.
- Incorporate the Employee Promise and Employer Brand into all elements of the search process.
- Participate in staff appreciation and recognition activities

Benefits Administration:

- Weekly update of health benefit electronic census documenting additions and deletions
- Timely updates to Payroll to ensure accurate paycheck deductions
- Communication with staff and managers regarding benefit updates
- Coordinate with payroll to ensure timely benefit enrollment.
- Maintain a working relationship with benefits broker and administrator.
- Primary point of contact for benefit providers and vendors.
- Providing benefits orientation to eligible employees
- Maintenance of all benefit and leave files both for individual employees and the organization
- Issue COBRA Letters in keeping with regulatory requirements.
- Oversee annual benefit renewal process

Workers Compensation:

- Provide assistance to injured employees and their supervisors in completing required documentation and obtaining medical aid/Labor & Industries insurance.
- Provide back to the HR Manager in responding to L & I inquiries and generation of state and vendor required reports.
- Maintain Workers' Compensation files.
- Complete OSHA 300 Annual Log and supporting documentation; post annually as required.
- Provide reports as adjunct participation on the Horizon House Safety Committee.
- Assist with arrangements for transitional duty work when necessary.

Secondary Job Duties

- Manages logistics for interviews to ensure that the candidate has a positive experience with Horizon House, no matter the outcome of the interview process.
- Maintains a working knowledge of HH Collective Bargaining Agreement and policies.
- Manages recruiting records.
- Develops and maintains positive working relationships with internal and external customers and vendors.
- Develops and maintains a strong professional network.

Job Requirements

Must have excellent communication and organizational skills while maintaining strict levels of confidentiality; project management skills; ability to multi-task over a variety of projects; possess a working understanding of employment law. Accuracy and critical thinking skills are essential. Must feel comfortable dealing with people at all levels of the company. Must have excellent customer service skills; an outgoing personality is - strongly desired. Local travel up to 25%

Experience/Knowledge/Education/Specialized Training Required

BA/BS and 3 years' experience Human Resources Generalist, with at least 1 year experience extensive talent management at all levels. Intermediate proficiency of Windows and MS Office. Experience working with an Applicant Tracking Systems and Publisher preferred. Working understanding of city, state and federal employment laws. Professional Certification a plus.

Confidentiality Requirements:

Employee accesses, uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHI (protected health information) (paper, electronic and oral) within his/her work area.

Material/Equipment Directly Used

Telephone, voice mail, photocopier, fax machine, computer.

-PayNorthwest

-Applicant Tracking System

-Relias (Any other training programs)

Physical and Environmental Requirements

1. Able to remain seated or stand without a break for periods of up to two hours. Able to see, hear and speak English language adequately to perform the functions of this position.
2. Tasks and procedures performed are not at risk for blood-borne pathogens.