JOB DESCRIPTION:  HUMAN RESOURCES GENERALIST - RECRUITER
Date: December 2018
Supervisor: HR Director
Location: E. Main/Business Administration
Grade: 6
Exempt (Y/N): No

GENERAL PURPOSE: Under the direction of the Human Resource Director, the Human Resources Generalist is responsible for providing support in the various human resource management functions, which include recruiting, documentation and file maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contributes to the accomplishment of Human Resources practices and objectives that will provide a mission-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, and goal attainment toward development of a superior workforce
- Coordinates the staff recruitment and onboarding process. Provides advice and support to hiring supervisors and ensures that they have accurate and timely information in order to make effective decisions.
  - Maintains accurate and timely job postings
  - Reviews applications and forwards qualified applications to the hiring team and follows up with the hiring manager on progress to hire
  - Assists in interview and makes recommendations for hires
  - Completes a weekly staff change/new hire/open position report for Management Team and other select recipients
  - Performs HR required documentation collection, and follows up with staff as needed to accomplish compliance in Human Resources record keeping
  - Processes new employee paperwork
  - Conducts outside checks (E-Verify, Criminal Background, etc.)
  - Facilitates New Hire Orientation as needed
- Performs day to day operations for the Human Resources Department
- Answers employee questions about human resources policies and procedures, referring to the HR Director as needed
- Provides HR Department support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
- Maintains and updates job knowledge by reviewing written materials and attending trainings
- Maintains employee confidence and protects operations by keeping Human Resources information confidential
- Contributes to team effort by accomplishing related tasks as needed and as requested
- Participates in meetings and trainings as requested
- Assists in other human resources related duties as assigned
Center-Wide Essential Duties and Responsibilities

• Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for The Center.
• Responsible for compliance with applicable federal, state and local laws; professional practice acts and ethical guidelines; policies and procedures of The Center; and contractual guidelines.
• Responsible for supporting The Center’s Vision, Mission, Values and Beliefs by practicing and modeling a culture of wellness within a One Team Mindset.
• Completes all administrative paperwork and Qualifacts documentation/time sheet (billing and personnel/payroll) as requested/required
• Completes required competency training in Essential Learning and additional training as requested or selected by supervisor
• Reviews and acknowledges Center policies and procedures as requested/required

MISC. DUTIES AS ASSIGNED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education/Training/Experience:
• BA degree in human resource related field; or 4 years human resource specific experience, or a combination of experience and certification.
• Prior recruitment experience, preferable in healthcare/behavioral health a plus

Knowledge, Skill & Ability:
• Excellent computer skills, including Word and Excel in a Microsoft Windows environment
• Effective oral, written and listening communication skills
• Knowledge of practices and procedures of HR management
• Knowledge of legislation and regulations affecting HR management
• Excellent interpersonal skills
• Strong problem-solving and organizational skills
• Skills in database entry and record keeping
• Knowledge and skills in relevant software such as Microsoft Office
• Integrity in maintaining confidential employee information
• Ability to gather and analyze information skillfully
• Mental ability to organize and prioritize work assignments with minimal supervision
• Ability to make sound decisions in the absence of supervision
• Knowledge of spelling, vocabulary, punctuation, and sentence structure
• Ability to interact with people, both staff and clients, in a professional, friendly manner.
• Ability to work at a computer terminal for long periods of time.
• Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
• Ability to travel to other Center offices
• Ability to realize and activate potential in every interaction, every day
• Ability to adapt to change in the workplace
• Ability to use change as an opportunity for innovation and creativity
• Ability to inspire and model collaborative teamwork

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:
• Exposure to computer terminal for long periods of time.
• Required to talk and hear
• Often requires sitting and use of hands and fingers, to handle or feel.
• Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
• Vision abilities required by this job include close vision.
• The noise level in the work environment is usually quiet to moderate

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

_______________________________________________  __________________
Signature                                Date

THE CENTER FOR MENTAL HEALTH EMPLOYMENT IS AT-WILL MEANING THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE EMPLOYEE OR EMPLOYER AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.