



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

HUMAN RESOURCES GENERALIST

FLSA Status: Exempt

Summary of Position: The Human Resources Generalist role will require a highly motivated, engaged individual who has a background in Human Resources. In this role the individual will facilitate day-to-day Human Resource operations and deliver high quality customer service through superb employee relationship management to support our most important asset - our employees.

This position plays an integral role in partnering with the Director of Human Resources to develop a new human resources function; setting up key HR processes and procedures in alignment with HR best practices and to facilitate organizational goals and objectives to become best in-class employer.

Specific Duties:

Recruiting/Talent Acquisition

- Facilitates recruiting and staffing logistics
 - Assist hiring managers with development of job descriptions and internal and external job postings.
 - Manage candidate selection process, including preparing and submitting job postings, scheduling interviews, and maintaining candidate logs.
 - Process background checks and status reports.
 - Develop recruiting resources and pipelines and maintain positive relationships with each resource.
 - Complete employment verifications and reference checks

Onboarding and Orientation

- Prepare new-hire paperwork. Facilitate the onboarding process to ensure all onboarding tasks by HR, Payroll and hiring manager are completed in a timely manner.
- Participate in New Hire Orientation to include scheduling, facilitation, tracking of compliance training such as sexual harassment and

mandated reporter training is done in conjunction with new hire orientation requirement.

- Assist in designing orientation procedures for industry best practices to include but not limited to: Prepare and audit 30/60/90-day check-ins for new employees. Ensure completion of 90-day employee review.

HRIS and Project Management

- Partner with the Director of Human Resources to assess technology needs, upgrades, and maintenance of technology requirements of department.
- Projects will include transformation through automation and effective use of technology in the agency's performance management and recruiting and employment process.
- Role will be responsible for advancing the use of current HRIS systems and upkeep of system as it pertains to data tracking & reporting, compliance, and employee recordkeeping.

HR Administration

- Advance HR service delivery to managers and employees through development of effective HR administrative practices, procedures, protocols to include:
 - Records management, employee handbook maintenance and updates.
 - Develop automated requisition/tracking systems for various HR processes.
 - Develop toolkits and workflow to guide workforce on HR processes.
 - Develop systems to ensure regulatory compliance and reporting.

Other

- Adhere to the Code of Conduct and Core Values of Connections for the Homeless.
- Perform other duties as needed.

The following qualifications are requirements for the position:

- Bachelor's degree in Human Resources Management or Business Administration preferred, or equivalent.

- Minimum of 4 years previous HR experience.
- Proficient with Microsoft Office. Advanced Excel skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to details.

The following qualifications are highly desirable:

- Previous extensive experience working with a HRIS system/HRIS Project management experience.
- PHR (Professional in Human Resources) Certification.
- Other experience in HR disciplines such as training, compensation, benefits.

Other Requirements:

- Valid Illinois Driver's License and must be insurable under agency policy.
- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

Reports to: Director of Human Resources
April, 2022