

CHILDHAVEN, INC.

JOB DESCRIPTION

TITLE: Human Resources Generalist

FLSA STATUS: Non- Exempt – Hourly

REPORTS TO: CEO

HOURS: Typically Monday – Friday, 40 hours/week

GENERAL STATEMENT OF DUTIES:

The Human Resources Generalist is responsible for managing a broad range of human resources functions to support the effective operation of Childhaven. This role oversees recruitment and onboarding, employee relations, benefits and payroll administration, compliance, performance management, and training initiatives. The HR Generalist ensures that all HR practices align with organizational goals, promote a positive workplace culture, and comply with applicable labor laws and regulations.

PRIMARY DUTIES:

HR Operations & Compliance

1. Manage day-to-day HR operations to ensure alignment with organizational goals and regulatory requirements.
 2. Maintain accurate employee records, data, and prepare reports as needed.
 3. Ensure compliance with federal, state, and local employment laws, including FMLA and other leave regulations.
 4. Conduct periodic audits of HR files, records, and policies to ensure compliance and accuracy.
 5. Develop, update, and implement HR hiring procedures.
 6. Ensure job descriptions are current, compliant, and reflective of job duties.
 7. Maintain strict confidentiality of employee and organizational information.
 8. Collaborate with payroll to ensure accurate compensation, benefits processing, and recordkeeping prior to each payroll.
 9. Follow supervisor directives and perform other duties as assigned.
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Recruitment & Onboarding

10. Manage full-cycle recruitment including job postings, candidate screening, interviewing, and selection.
 11. Coordinate and facilitate onboarding processes to ensure a smooth transition for new hires.
 12. Partner with leadership to identify staffing needs and support workforce planning initiatives.
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Employee Relations

13. Serve as a point of contact for employee concerns, providing guidance and conflict resolution.
 14. Investigate workplace issues and recommend appropriate resolutions to Program Directors.
 15. Support a positive, inclusive, and respectful work environment.
 16. Communicate organizational updates, policy changes, and HR initiatives to staff.
 17. Assist management in handling employee relations matters, grievances, and disciplinary actions.
 18. Plan and coordinate employee engagement activities, including at least two annual staff events.
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Benefits & Payroll Administration

19. Administer employee benefits programs including health/dental/vision/life insurance, retirement plans, and leave programs.
 20. Support open enrollment processes and communicate benefit changes to employees.
 21. Assist with payroll coordination to ensure timely and accurate compensation.
 22. Maintain knowledge of benefits trends and ensure programs remain competitive.
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Performance Management & Development

23. Support performance evaluation processes, including tracking and reviewing employee appraisals.
 24. Assist in employee development initiatives, succession planning, and training programs.
 25. Provide training resources on topics such as workplace policies, compliance, and performance expectations.
 26. Stay current on HR trends, best practices, and professional development opportunities.
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Training & Organizational Development

27. Coordinate and facilitate training programs, including compliance, cultural competency, and workplace conduct.

28. Promote a culture of continuous improvement, engagement, and professional growth.

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or related field; relevant experience may substitute for education.
- Minimum of 2 years of experience in human resources or related field.

Knowledge, Skills, and Abilities

- Strong knowledge of HR laws, regulations, and best practices.
- Excellent communication and interpersonal skills with diverse populations.
- Ability to manage multiple priorities while maintaining attention to detail.
- Strong problem-solving, conflict resolution, and decision-making skills.
- Proficiency in Microsoft Office Suite and management information systems/databases.
- Ability to maintain confidentiality and handle sensitive information.
- Strong organizational and administrative skills with high tolerance for documentation.
- Ability to foster teamwork and promote a workplace culture grounded in fairness, respect, and equal opportunity for all employees.

Preferred Qualifications

- HR certification or working towards certification (e.g., SHRM-CP, PHR).
 - Membership in professional HR organizations.
 - Experience with data analysis and workforce planning.
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ADDITIONAL REQUIREMENTS

- Must pass local, state, and federal background checks (including fingerprinting).
 - Comply with all licensing regulations and Childhaven policies.
 - Complete required annual training, including trauma-informed care (minimum 2 hours/year).
 - Engage in ongoing professional development.
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JOB DESCRIPTION – PART II

DIRECTIONS: This form lists various physical and mental requirements that enable us to describe the requirements for the position listed above.

None: Not required in this position	Occasional: Performed or encountered 1% to 33% of the work time	Regular: Performed or encountered 34% to 66% of work time	Frequent: Performed or encountered 67% to 100% of work time
1. Mobility, Climbing 2. Mobility, Crawling 3. Environmental Conditions - Dust, Smoke, Fumes 4. Environmental Conditions Outdoors – Rain, Snow, Cold, Heat:	5. Operating Office Equipment (Other than Computer) 6. Dexterity, Handling Objects 7. Dexterity, Fingering/ Touching Objects 8. Dexterity, Ability to Feel Objects 9. Mobility, Walking 10. Mobility, Standing 11. Mobility, Bending 12. Speaking to Large Groups 13. Lifting/Carrying more than 50 Pounds 14. Environmental Conditions – Noise: 15. Environmental Conditions Indoors - Cold/Heat 16. Driving Company Vehicle	17. Dexterity, Reaching for Objects 18. Dexterity, Grasping Objects 19. Using Telephone 20. Move Freely About Office 21. Produce Written Documents 22. Hearing on the Telephone 23. Speaking on the Telephone 24. Speaking in Person 25. Exposure to Stressful Situations 26. In Person, Public Contact 27. Public Contact, via Phone 28. Decision-making Stress 29. Lifting/Carrying 5 Pounds 30. Lifting/Carrying 6 to 20 Pounds 31. Lifting/Carrying 21 to 30 Pounds 32. Lifting/Carrying 31 to 50 Pounds	33. Using Computer 34. Visual Requirements Close-up Work 35. Visual Requirements Reading Computer Monitor 36. Visual Requirements Reading for Long Periods 37. Sitting For Long Periods 38. Visual Requirements Overall Vision: 39. Hearing Normal Speech 40. Concentration

Please list any pre-existing medical conditions that may limit your ability to perform the job requirements. If not applicable, write N/A.

SIGNATURES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position. Failure to complete these duties may result in termination or resignation.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____