

## Human Resources Generalist



<b>Job Title:</b>	<b>Human Resources Generalist</b>	<b>Job Category:</b>	<b>Administration</b>
<b>Location:</b>	<b>Hudson Falls, NY</b>	<b>Travel Required:</b>	<b>Yes, between our offices</b>
<b>Level/Salary Range:</b>	<b>\$20-\$27 per hour</b>	<b>Position Type:</b>	<b>Part-Time or Full-Time</b>
<b>HR Contact:</b>	<b>Sara DeSimone</b>	<b>Date Posted:</b>	<b>02/06/2024</b>
<b>Applications Accepted By:</b>			
<b>Fax 866.200.5117 or Email:</b> <a href="mailto:admin@highpeakshospice.org">admin@highpeakshospice.org</a>		<b>Mail:</b> <b>High Peaks Hospice HR Department</b> <b>1247 Dix Ave</b> <b>Hudson Falls, NY 12839</b>	
<b>Subject Line:</b> <b>Application</b>			

The culture of High Peaks Hospice is mission-driven and community-oriented. From our board of directors, staff, volunteers, and donors, the High Peaks Hospice community is filled with compassionate and dedicated individuals committed to providing comfort, peace, and dignity to the families we serve, at a time when it's needed most.

We help individuals achieve a peaceful life closure, aligned with their values, wishes, choice, and needs, while fully supporting their caregivers and loved ones along the way.

### Job Description

The **Human Resources (HR) Generalist** is a highly organized, detail-oriented, and mission-driven individual. The incumbent provides a variety of duties in support of our hospice employees and volunteers. To excel in the role, the incumbent should be an excellent communicator, with in-depth knowledge of human resources, the recruiting process, and labor regulations. From recruitment, selection, performance, development, compensation, benefits, and HR data management, the HR Generalist is instrumental to ensuring our team is prepared, trained and well-cared for by the organization while also taking the organization's needs and best interests into consideration.

#### Responsibilities:

- Maintain payroll and HR systems and processes.
- Collect and track all employee licensures', certifications, required health documents, etc., ensuring all staff and volunteer personnel file are established and maintained to meet HPH and governing authority requirements.
- Works with Executive Director (ED) to select annual benefits packages.
- Recruitment and job postings efforts, including tracking and follow-through. Perform telephone pre-screen interviews and coordinate scheduling interviews with appropriate managers.
- Plan and conduct new employee orientation.
- Staff performance management.
- Assist with training and recognition programs and events.
- Prepare human resources correspondence as directed by senior management including recording and filing of completed employee evaluations.

- Ensure employment labor law compliance.
- Active participation in regular hospice training.
- Other duties and responsibilities as assigned.

**Qualifications:**

- Bachelor's degree in Human Resources along with one to two years of experience/training. Three to five years of proven experience/training if no degree.
- Highly effective communication skills and good organizational skills a must.
- Good interpersonal skills, including the ability to assess and respond to a diverse group of audiences.
- Excellent computer skills required including experience in Human Resources Information System (HRIS) software and ability to quickly learn new software.
- Hands-on experience with Indeed and other job sites.
- Strong interpersonal skills.
- Ability to work both in a collaborative team relationship and as an individual performer.
- Must be capable of performing the essential functions of this job, with or without reasonable accommodations.
- Valid driver's license and reliable transportation for travel between offices.
- Must meet all local health regulations.

**If you meet these qualifications and are looking for a meaningful career in hospice care, we encourage you to apply.**