

Northwest Colorado Health

Human Resources Generalist

General Statement of Duties:

This position will assist with all Human Resource (HR) activities to include, but not limited to the following: recruitment, benefits administration, employee relations, retention, compensation, new hire onboarding and orientation, training and development, enforcing company policies and practices, and personnel file maintenance.

Supervision Received:

Reports to the Chief Human Resources Officer.

Supervision Exercised:

None.

Essential Functions:

1. Assists in the completion of all administrative Human Resource (HR) functions, including but not limited to: recruitment, onboarding, orientation, benefit coordination, maintaining employee files.
 - Supports recruiting process for Agency positions.
 - Supports department and program managers with standard employment and benefit issues.
 - Coordinates new hire onboarding and orientation processes including management benefit enrollment and termination with HR Team.
 - Assists with processing employee terminations, including removal from the network, Outlook, other agency programs, benefit termination and COBRA paperwork as needed.
 - Supports the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for hourly and clinical roles; collaborates with departmental managers to understand skills and competencies required for openings.
 - Assists with employee disciplinary meetings, terminations, and investigations.
 - Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
 - Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
 - Assists in gathering data for Casey's Pond annual cost report.
 - Completes Human Resource related components of Pay for Performance Annual Submission.
 - Supports clinical areas with Agency staff assignments, tracking and billing.

2. Employee Health and Wellness Coordinator. Completes the initial verification of immunizations, including TB testing, as well as annual verifications as required.
 - Assist in the development and maintenance of employee health activities, including Wellness initiatives, communication and coordination among all Agency departments.
 - COVID tracking and reporting, as needed.
 - Supports and assists Human Resources Manager with Worker's Compensation Claims coordinating completion of required documentation and assists with worksite evaluation for employee health and safety.
 - Supports the activities of the Social Engagement and Employee Engagement Committees with HR Team.
3. Participates in Performance Improvement process as needed to identify best practices or gaps for employee satisfaction and morale.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High School Diploma or equivalent required. Bachelor's degree or related field experience preferred in Human Resource Management, Business Administration; applicable experience may substitute for degree.

Experience:

Three years' human resources experience required, five years preferred.

Knowledge / Skills / Abilities Required:

1. Ability to work independently and manage projects efficiently.
2. Ability to prioritize and manage time.
3. Ability to effectively communicate within all levels of the Agency.
4. Strong written and verbal communication skills.
5. Exceptional work ethic, high integrity, and drive and motivated to succeed and knowledge of human resources and personnel laws highly valuable.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. TB test upon hire.

Working Conditions:

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.

2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,
(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____