



Job Description

Title

Human Resources Generalist

Qualifications

Bachelor's degree in Human Resources, or related field preferred; or equivalent experience.

At least two years of human resource management experience preferred.

SHRM a plus.

Excellent verbal and written communication skills.

Excellent interpersonal, negotiation, and conflict resolution skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to act with integrity, professionalism, and confidentiality.

Thorough knowledge of employment-related laws and regulations.

Description

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Responsibilities

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with department managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in 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.
- Performs other duties as assigned.
- Demonstrates awareness of socioeconomic and cultural diversity.
- Participates in agency committees, as assigned.
- Attends all required agency in-services.

Accountability

Accountable to Chief Executive Officer for carrying out assigned responsibilities and following agency policies and procedures.

Hybrid work schedule (three days in office/two days remote) and excellent benefits to include Medical, Dental, Vision, Paid Time Off/Vacation/Holidays

To Apply

Submit cover letter, resume and contact information for at least three references to Cynthia Danley, 2165 Hampton Ave., St. Louis, MO 63139 or cynthia@safeconnections.org.

Safe Connections is a nonprofit organization that works to reduce the impact and incidence of relationship violence and sexual assault through education, crisis intervention, counseling, and support services. Safe Connections is an equal opportunity employer and seeks diversity in its community. Employment decisions are based on merit and organizational needs, not on race, color, citizenship status, national origin, ancestry, gender, gender identity, gender expression, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.