

**Wernle Youth & Family Treatment Center**  
**Job Description**

**Job Title:** Human Resource Generalist  
**Company:** Wernle Youth & Family Treatment Center  
**Department:** Human Resources  
**Reports to:** Human Resources Director  
**Status:** Full Time Exempt

Wernle Youth & Family Treatment Center is a non-profit residential treatment – behavioral health care agency committed to providing quality services to children and their families through caring programs and healing relationships, which are reflective of God’s love in Jesus Christ.

**Job Summary:**

Under supervision, the Human Resource Generalist performs human resources-related duties at the professional level and may carry out responsibilities in some or all the following functional areas: employee relations, performance management, benefit administration, training/orientation, recruitment, employment, employment equity programs, HRIS. The HR Generalist ensures compliance in accordance with federal and state regulations, plan provisions, Council on Accreditation standards, Indiana Code, other applicable regulations, and Wernle policies and procedures.

**Essential Duties and Responsibilities:**

Regulatory Compliance

- Conducts extensive background checks for current and potential employees according to Indiana Code and Indiana Department of Child Services guidelines.
- Prepares documentation for all audits by regulatory entities, such as Indiana Department of Child Services (DCS), and Council on Accreditation (COA).
- Assists in representing the company for any unemployment claims.
- Verifies and maintains I-9 documentation. Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits I-9 forms.
- Manages personnel files to meet licensure, COA, and legal requirements and assists in audits. Maintains all employee and applicant documentation as dictated by governing agencies.

## ***Human Resource Generalist***

### **Administrative**

- Participates in developing department goals, objectives and systems.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Maintains human resource information system records and compiles reports from the database. Prepares reports related to HR functions and /or projects.
- Prepares and maintains personnel records in HR database to include the scanning of electronic files weekly and placing documents in physical and electronic employee files.
- Updates, monitors and maintains eligible salary adjustments/increases.
- Assists in the posting of open positions and maintains and distributes the weekly staffing report.
- Processes mail and distributes.
- Makes photocopies, faxes documents and perform other clerical functions.

### **Employee Relations/Performance Management**

- Acts as liaison between employees and management to answer questions or concerns regarding company policies, practices and regulations.
- Facilitates Employee Relations Committee meetings, and administers the Wall of Fame (Employee of the Month) program.
- Under supervision and in conjunction with the HR Director, responds to employee relation issues such as employee complaints, harassment allegations, and other complaints.
- Assists with the preparation and processing of performance review forms. Distributes and monitors employee performance evaluations and ensures they are done in a timely manner.
- Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
- Processes unemployment documents when applicable.

### **Recruitment/Retention**

- Assists with recruitment and interview process as needed. Maintains records related to same.
- Assists in the organization of job fairs and open houses and participates in the same as needed.
- Processes new hire paperwork and ensures successful on boarding of all new hires.

## ***Human Resource Generalist***

### *Orientation/Training*

- Facilitates New Hire Employee Orientations (HR subject matters) to ensure employees gain an understanding of HR policies and procedures, benefit plans and enrollment provisions so that individuals can make informed benefit decisions.

### *Benefit Administration*

- Conducts benefits enrollment for new and existing employees.
- Reconciles benefit statements for HR Director approval, and submits to Finance for payment.
- Processes enrollments/changes within established deadline with insurance carriers and through HRIS. Maintains and distributes list of new and cancelled employees under each benefit plan.
- Acts as a liaison between employee, insurance providers to resolve benefit related problems and to ensure effective utilization of plans and positive employee relations.
- Organizes and manages annual open enrollment communications and election process. Arranges for distribution of materials, communicating changes to employees and arranges for on-site representation by insurance providers.
- Assists with leave of absence administration.
- Conducts audits of various benefits or other HR programs and recommends new products, approaches, etc.
- Processes termination paperwork.

### *Workers Compensation/Injury Reporting*

- Handles workers compensation processes in relationship to injuries. Processes employee injury report forms and ensures delivery to insurance carrier.
- Reports, maintains and monitors all workers' compensation case files; follows-up on open cases.
- Handles the completion and compliance of OSHA logs and annual posting requirements.

### *Other*

- Obtains thirty-two (32) hours of continuing education credits per year to include HR related subject matters.
- Completes at least two (s) volunteer opportunities in the community per calendar year.

## ***Human Resource Generalist***

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.

### **Supervisory Responsibility**

This position has no supervision responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. HR Expertise
2. Communication
3. Relationship Management
4. Critical Evaluation
5. Business Acumen
6. Communication
7. Consultation
8. Ethical Practice
9. Cultural Awareness

### **Education and Experience**

1. Associate or Bachelor's degree in human resource management or a related field.
2. Three to five years of HR generalist experience.
3. Experience in the administration of benefits and compensation programs and other human resource programs.
4. Advanced computer skills to include Microsoft Office programs, Outlook, and HRIS systems (Paycom a plus).
5. Must be extremely detail oriented and possess excellent organizational skills.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Strong interpersonal skills essential.

### **Mathematical Skills**

**Human Resource Generalist**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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