



Job Description

Job Title: Human Resources Generalist
Department: Finance & Administration
Reports to: Chief Financial Officer
FLSA Status: Exempt
Prepared By: K. Davis
Prepared/Revised: KJD 3/22/2022
Approved By: Shannon Stewart
Approved Date: 3/22/2022

Salary: \$50,000

To apply, please email resume and cover letter to Kimberly Davis, Chief Financial Officer, at kdavis@inspirationcorp.org

Overview

In an atmosphere of dignity and respect, Inspiration Corporation helps people who are affected by homelessness and poverty to improve their lives and increase self-sufficiency through the provision of social services, employment training and housing. Since 1989, Inspiration Corporation has assisted thousands of individuals and families affected by homelessness, extreme poverty and recent incarceration each year - serving as a catalyst for self-reliance.

Inspiration Corporation programs are voluntary, and all service needs and goals are participant-driven. Our case management philosophy is strengths-based and trauma-informed. Inspiration Corporation practices harm reduction and focuses on reducing or minimizing the harm associated with high-risk behavior through motivational interviewing.

At Inspiration Corporation, employees live this mission by demonstrating the following Core Values. Inspiration Corporation believes that these Core Values are what makes the organization one of Chicago's leading facilitators of personal transformation, and a great place to work:

1. Communicate honestly
2. Act with compassion
3. Pursue growth and learning
4. Be humble
5. Take care of ourselves so we can help others
6. Work greater together
7. Create a fun and productive environment

The Human Resources Generalist is responsible for developing and leading agency human resources programs by providing operational and strategic services and expertise, including talent acquisition, staffing, employment processing, compensation & benefits, training and development, employee relations and retention, performance management, records management, safety and health, and legal compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Must demonstrate Inspiration Corporation's core values.
- Exhibit professionalism and high standards in all aspects of performance and communication.

- Ensure the efficient and effective provision of services with dignity and respect in accordance with the agency's mission.
- Work collaboratively with other departments as appropriate to support program outcomes and agency goals.
- Participate in all relevant agency activities for training, information sharing, etc.
- Participate in HR Non-Profit Directors Group and other networking opportunities

RECRUITMENT & ONBOARDING

- Craft and post job announcements and source targeted networks to recruit talent, including LinkedIn, membership associations, universities, career fairs and community outreach initiatives.
- Interact with potential candidates to perform phone screens, schedule interviews, describe the organization & position, make offers, negotiate salary, and explain agency benefits.
- Coach managers on proper interview techniques and participate in interviews when needed.
- Develop and administer onboarding program, including new hire paperwork, orientation meetings, benefits enrollment, etc.

COMPENSATION & BENEFITS

- Manage, administer, and evaluate benefit plans offerings, including health, dental, vision, life, Health Savings Account, 401k and types of leave benefits.
- Maintain relationship with benefits broker.
- Lead annual open enrollment process and create messaging strategy to educate staff on benefits renewals and plan changes.
- Ensure benefits reporting compliance, including ACA reporting, 5500 filing, and distribution of required benefits notifications.
- Complete annual comp & benefits survey and analyze data. Develop agency compensation strategy to recruit and retain talent.
- Work with Finance team to reconcile benefit accounts.

EMPLOYEE ENGAGEMENT

- Be the catalyst for workplace culture and develop a plan for employee engagement opportunities (i.e. workplace celebrations, Employee trainings, and activities)
- Create employee surveys, analyze feedback, develop and implement strategic solutions.
- Perform exit interviews and analyze data. Develop recommendations and implement strategy to continually enhance the employee experience.

PERFORMANCE MANAGEMENT & PROFESSIONAL DEVELOPMENT

- Research and coordinate professional development trainings, including wellness, teambuilding, diversity, harassment and workplace soft skills. Negotiate training costs and evaluate training outcomes.
- Train supervisors on management strategies, including hiring, onboarding, supervision, performance management and corrective action.
- Coach staff on employee relations issues.
- Coach supervisors on performance and conduct issues with staff. Lead investigations, advise on disciplinary action or performance improvement plans, and evaluate follow-up progress.

RISK MANAGEMENT & LEGAL COMPLIANCE

- Research and develop employee organizational policies, ensuring compliance with all applicable federal, state and local employment laws.
- Maintain contact with insurance brokers and assist the CFO and Office Manager with insurance related issues.
- Utilize latest data and current thinking/trends within the human resources field to inform the policy development process.
- Update and maintain employee handbook.
- Advise employees on workplace rights, including medical leave and workplace accommodations.
- Manage workers compensations claims, including the collection of investigative information for insurance carrier.
- Protest all unemployment insurance claims as needed, including written appeals and phone hearings.
- Assist with audit preparation as needed.

HR DATA & RECORDS MANAGEMENT

- Maintain complete and thorough employee files in neat and orderly filing system.
- Enter and manage employee information and all changes/updates in Paylocity (payroll & HR database). Configure HRIS based on employer reporting needs.
- Review employee demographics, FLSA classifications, and EEOC data housed within HRIS for accuracy and completeness
- Process payroll in absence of Office Manager.

EDUCATION, EXPERIENCE & SKILLS:

Bachelor's degree in Human Resources, Management, Communications, Business or related field required. Two or more years Human Resources experience required. Proficiency in Microsoft Word, Outlook, and Excel is required. Professional in Human Resources (PHR) certification a plus. Excellent writing and communication skills and ability to exercise independent judgment required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10-20 pounds.

WORK ENVIRONMENT

Works standard business hours. Spends time at both Uptown and Garfield Park offices. Attends evening, weekend, and early morning meetings and functions as required.

Inspiration Corporation is an equal opportunity employer.