

# UNION SETTLEMENT

## Job Description

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Human Resources Generalist: Client Service  
**Department:** Human Resources  
**Reports to:** Director of Human Resources  
**Hours:** Full-time  
**FLSA:** Non-Exempt

### Position Summary:

The Human Resources Generalist contributes to the accomplishment of Human Resources practices and objectives that promote a collaborative, client-oriented, high performance culture, and the recruitment and ongoing development of a superior workforce. The Human Resources Generalist carries out responsibilities in some or all of the following functional areas: departmental development, HRIS, talent acquisition, benefits, safety, wellness, organizational development, and administration. S/he serves as a key representative of the department providing customer-interface and serving as a resource to employees and partners at all levels.

**Focus:** Talent Acquisition, Benefits, Safety, Wellness, Vendor Administration

### Responsibilities:

- Provides first-class customer-service; serve as the administrative liaison and resource with candidates, employees, organizations, partnering agencies and benefit providers.
- Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with strategic goals.
- Executes all HR processes related to recruiting brand execution, sourcing, postings, data management, and retention strategies to attract employees; administers recruitment module.
- Supports FT and PT human resource files in accordance with legal requirements, company policies and procedures; initiates yearly audits and utilizes findings for process improvements.
- Leverages HR systems and technology to organize, interpret, and effectively manage HR functions; runs ad hoc internal reports and supports distribution.
- Administers employee benefits, both union and non-union, and responds to provider/employee queries (medical, dental, vision, FSA, 403B, and leaves - FMLA, PFL, disability, workers' compensation, etc.).
- Responsible for the day-to day activities of the health program including applications, inquiries, transmitting eligibility data to health plan vendors, and resolving issues.

- Prepares communications to employees for leaves of absence or agency separations; ensures adherence to timeline requirements.
- Reviews bills, benefits, and payroll records to ensure compliance, accuracy, and payment; participates in audits.
- Develops visual and informational presentations for meetings and training.
- Leads implementation of company safety and health programs.
- Gathers information on accident causes and reports on hazardous or dangerous conditions/actions on agency property; works closely with Director of Facilities and Director of HR.
- Complies with all existing labor, legal and government reporting requirements.
- Serves as back-up for other HR and payroll functions if necessary.
- Participates on committees, perform special projects, and other duties based on organizational needs.

### **Qualifications:**

- Minimum of a Bachelor's degree with specialization in Human Resources, Business Management or related field; equivalent combination of experience and education may be considered with extensive specialized experience.
- Minimum of (3) years of progressive HR experience; Human Resources Certification (PHR, SHRM-CP or higher) or interest is a plus.
- Must have knowledge of office administrative procedures, human resources law and practices, and employee benefit programs.
- Advanced knowledge of various computer applications (word processing, spreadsheets, database, presentation software, ATS/HRIS – ADP Workforce Now).
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Ability to exercise poise, tact and diplomacy.
- Analytical ability to gather and summarize data for reports.
- Excellent interpersonal and communication skills, strong customer-service orientation, approachable, and ability to earn trust and credibility.
- Proven track record of excellent follow-through on assignments.
- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.

### **To Apply:**

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: [humanresourcescareers@unionsettlement.org](mailto:humanresourcescareers@unionsettlement.org) . Please indicate **HR Generalist** in subject of e-mail. Submissions without salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**