



*The mission of United South End Settlements (USES) is to harness the power of our diverse community to disrupt the cycle of poverty for children and their families. USES believes families have the best chance to reach their potential when they have long-term, holistic support. At USES, our focus is on helping caregivers and families with children under 12, although our door is open to children and adults from diverse family settings. We help families reach their goals through one-on-one coaching and connect parents/caregivers to our job training program and our quality education and enrichment opportunities for children, including early childhood education, after school and summer enrichment programming, and a sleepaway camp in New Hampshire.*

*USES also believes that children and their families can access the greatest opportunities when we welcome people from various backgrounds and perspectives. We intentionally promote community and bring together people from different backgrounds through diversified enrollment, volunteerism, networking and other community building opportunities. USES operates in three locations in the South End – Harriet Tubman House, South End House, and the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. To learn more, please visit our website at [www.uses.org](http://www.uses.org).*

### **Human Resources Generalist**

#### **GENERAL DESCRIPTION:**

Reporting to the Director of Talent the Human Resources, the Generalist is responsible for HR-related duties on a professional level. Functional areas include: payroll and benefits administration, employee relations, training, performance management, recruitment and onboarding, policy implementation, affirmative action and employment law compliance. The HR Generalist will demonstrate exceptional generalist, relationship building, communication, and project management skills, with the ability to think innovatively, have impeccable discretion, and a can-do mentality.

- Partners with Director of Talent and Human Resources, employees and management to communicate, implement and enforce various Human Resources policies, procedures, laws, standards and government regulations.
- Support recruitment for all exempt and nonexempt personnel, interns, and temporary employees.
- Reviews applications, screens, and interviews job applicants to match experience with specific job related requirements.
- Support background (EEC, ICori, EZbackground) , reference checks and new hire orientation.
- Collaborate with Director of Talent and Human Resources to updates job descriptions and performs market compensation benchmarks for all positions.
- Provide administrative support for various employee benefit programs, such as PTO, workers compensation, group insurance, life, medical and dental, accident and disability, EPA, supplemental insurance(s), 401k, FSA, FMLA, and COBRA. ACA, EMAC
- Prepare and maintain employee files, assuring accuracy, compliance and confidentiality (i.e.: unemployment claims, applicant tracking, employment/income verifications, I9 status, statistical and census data, and State regulations.
- Maintains Human Resource Information System records and compiles reports from database(s).
- Oversee administrative and transactional functions, including maintaining personnel files and managing staff transitions including new hire onboarding and terminations
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification, periodically audits Forms I-9.

- Compile exit interviews data, analyze and makes recommendations to the Director of Talent and Human Resources for corrective action, continuous improvement, and employee retention program.
- Provide support for employee leaves, monitors claims and return-to-work program.
- Coordinate employee recognition programs.
- Establish and manage the process of entering, exiting, and transferring employees
- Support annual renewal and open enrollment of all benefits
- Support an quarterly/annual revision of personnel policies
- Serve as back up liaison to payroll to ensure the accurate transfer and processing of data
- Performs other work-related duties as assigned.

## **QUALIFICATIONS**

- Bachelor's degree and five (5) years' experience in the HR field
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification. (or PHR, SPHR Certified HR Professionals) preferred
- Extensive knowledge of employment law, ACA and other government compliance regulations.
- Experience in administration of HR programs, including but not limited to, benefits, retirement, and compensation and performance management.
- Proficient in Word, Excel, Paychex or similar payroll and other applicable database programs helpful.
- The ability to research and analyze various types of data/information, including the ability to provide succinct evaluation and reporting.
- Must have the ability to make recommendations to effectively resolve problems or issues, by using judgment that is in consistent with standards, best practices, polices, procedures, regulation or government law.
- Strong ability to organize and prioritize work to consistently meet daily, weekly and monthly deadlines.
- Effective oral and written communication skills; excellent interpersonal skills.
- Experience managing with third party administrators, 401ks, HSAs, FSAs, wellness programs, forecasting and HR Metrics (cost per hire, turnover, training ROI, etc.).
- This position requires an extremely perceptive person, who is capable and willing, to relate to individuals at all levels. As unique situations present themselves, the incumbent must be sensitive to corporate culture and needs, employee goodwill, and the public image.

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS** (with or without accommodation)

The physical requirements described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job. We are proud to be a champion of diversity and an equal employment opportunity / affirmative action employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the staff member is regularly required to:

- The duties of this job, the employee regularly works in an office setting.
- Moderate physical demand, able to sit at workstation for data entry work for extended periods.
- Must be able to lift 15-20 pounds.
- Regularly required to stand, reach, bend, squat, push, pull and move about the facility
- Walk or stand at least 2+hours per day or as required to do clerical task, distribute items.
- Local travel for job fairs, recruitment and other employee relation activities required.

## **How to Apply:**

Please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org). In the subject line, please HR Generalist. No phone calls, please.

**United South End Settlements has Competitively Generous Benefits:**

- 3 Weeks' Vacation to Start
- 13 Holidays
- 3 Personal Days
- 15 Sick Days
- 1 Floating Holiday
- 4 Professional Days
- Health Plan
- Health Reimbursement Account - 100% Employer Paid
- Dental Plan
- Vision Plan
- Flexible Spending Accounts
- 403(b) Retirement Savings Plan
- Group Life/Accidental Death & Dismemberment/Short Term Disability - 100% Employer Paid
- Long Term Disability Insurance
- Employee Assistance Program

**USES is proud to be an equal opportunity workplace and is an affirmative action employer. We believe that tolerance of diversity and inclusion is not sufficient but that we are most effective when we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law."**