



HR GENERALIST

POSITION SUMMARY

As an HR Generalist your role is pivotal in managing various aspects of human resources within the organization. Key responsibilities include employee relations, policy management, record keeping, employee engagement, full-cycle recruiting and collaboration with our Professional Employer Organization (PEO).

All Newhouse team members must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

PRINCIPAL ACCOUNTABILITIES

- Develop and communicate HR policies and procedures, ensuring alignment with legal requirements and company objectives.
- Work closely with our PEO partner to ensure seamless integration of HR functions and compliance.
- Perform employee relations functions including problem solving and dispute resolution, managing employee performance issues in collaboration with our PEO.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
- Create and execute comprehensive onboarding/ offboarding processes.
- Generate HR reports and metrics to support decision-making and compliance requirements.
- Conduct exit interviews and analyze data to identify opportunities to improve retention and engagement.
- Partners with PEO on FMLA, ADA, and benefit administration.
- Design and implement employee engagement initiatives.
- Assist with DEI committee to ensure consistency with DEI goals and actions.
- Additional responsibilities as assigned.

EXPERIENCE, ABILITIES + QUALIFICATIONS

- 2-4 years of HR experience, with a focus on employee relations
- Bachelor's degree
- Ability to act with integrity, professionalism, and confidentiality.
- Demonstrated good decision-making and judgement skills, and ability to work independently.
- Strong organizational skills and attention to detail.
- Self-starter with strong work ethic and resourceful approach to problem solving
- Ability to thrive in a fast-paced work environment

KEY SUCCESS MEASURES

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| <p>Flexibility + Adaptability</p> | <p>Open to new ideas, processes, and ways to get work accomplished. Demonstrates resourcefulness to solve problems and meet goals. Can effectively respond and adapt to new people, responsibilities, and environments. Professionally navigates unanticipated obstacles. Works effectively under pressure and casts a calming influence on others.</p> |
| <p>Culture of Teamwork + Collaboration</p> | <p>Leverages the diverse voices, skills and experiences of the team to advance the mission. Promotes an exchange of ideas. Motivates and unites team members through positive encouragement and honest feedback. Works cooperatively with others even when varying opinions are present. Trusted to take problems to the source and not participate in gossip or divisive behaviors. Offers assistance to colleagues when help is needed and asks for help when needed.</p> |
| <p>Communication</p> | <p>Expresses views both verbally and in writing that are clear and concise. Uses the appropriate medium to share information and understands proper email etiquette. Maintains a high degree of self-awareness around tone and body language. Actively listens, doesn't interrupt, and practices empathy. Exudes confidence in a friendly and approachable manner. Is succinct in communications, recognizing time is a valuable resource for all.</p> |
| <p>Boundaries + Self Care</p> | <p>Exhibits a survivor-centric approach to our mission, while maintaining appropriate boundaries with residents, staff, volunteers, and community partners. Actively practices self-care by preserving work/life boundaries and seeks assistance/support when feeling overwhelmed.</p> |
| <p>Inclusive Culture of Belonging</p> | <p>Models "being you is your superpower." Values and respects those we serve and each other. Creates space to address and celebrate our shared humanity and builds a bridge to a greater level of empathy. Sees other's unique contributions, connects with coworkers, residents and volunteers. Supports others in their daily work and advancement and shows pride in the organization's values and purpose.</p> |
| <p>Commitment to Excellence + Integrity</p> | <p>Demonstrates an ambitious commitment to accuracy, thoroughness, and leveraging of best practices. Holds self and others accountable to commitments and goals. Takes responsibility and generates trust. Acts with honesty and owns mistakes. Documents work as needed and in a timely fashion. Works effectively under pressure and approaching deadlines. Strives to learn and apply new things to advance our work. Actively seeks opportunities to improve self. Willingly shares competencies with others.</p> |
| <p>Decision Making + Problem Solving</p> | <p>Resourceful, evaluates options, is able to anticipate next steps, and knows when to be independently versus collaboratively decisive. Does not get stuck in analysis paralysis and seeks support from team members when needed. Diligently thinks through problems and takes into consideration the potential positive and/or negative impacts to our residents, team, reputation, financial resources, and commitment to excellence when making decisions.</p> |

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| Creativity + Innovation | Understands innovation is the cornerstone to growth and longevity. Breaks the mold of the status quo with outside the box thinking to improve processes and service delivery. Is not afraid to take calculated risks and learn from mistakes. Balances creative thinking with practical application, modeling Newhouse's goal to be an industry Trailblazer. |
| Relationship Management | Uses appropriate interpersonal styles and communication methods to work effectively with co-workers, residents, community partners, and volunteers. Builds networks and alliances to obtain cooperation. Is even-tempered and keeps control of his/her emotions and behaviors, even in high-pressure situations. Understands the environment at Newhouse is one of healing and recovery. Practices trauma informed care in all areas of work. |
| Confidentiality | Properly maintains the privacy of our location and all clients' personal information. Readily adapts to new procedures to ensure confidentiality is maintained. |
| Coaching + Mentoring | Inspires, motivates and guides others to action. Creates a sense of job ownership by providing clear expectations, feedback, mentoring, and training to help individuals grow and thrive. Makes time to coach employees and improve their work performance. Actively seeks feedback from staff with an openness to hear opportunities for improvement. |
| Financial Management | Manages and monitors budget effectively. Identifies cost-effective approaches to business operations without sacrificing quality. Understands key financial indicators tied to organizational success. Follows financial policies. |
| Team Leadership | Communicates the vision and objectives of the organization and workgroup through all activities and behaviors; encourages and supports individuals and teams through periods of change; motivates individuals and teams to achieve high levels of performance; creates an environment where people are empowered and encouraged to innovate and work as a team. |

WORK CONDITIONS

Work conditions are typical of those in an office setting. There may be extending periods of sitting, standing, walking up and down stairs and/or traveling on the elevator. Staff may be subject to noises such as others speaking or children playing, given the shelter's communal living structure. There are times the shelter must go into privacy mode for the privacy or safety of staff/residents. The intercom system is used to communicate these needs.

AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Newhouse that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Newhouse at any time without cause.

EQUAL OPPORTUNITY + AFFIRMATIVE ACTION EMPLOYER

Newhouse is an equal opportunity and affirmative action employer. We celebrate diversity and know that in serving a diverse population and employing a diverse team, we position our organization and community to thrive. We promote diversity of thought, culture and background and are committed to a work environment of belonging that gives voice to, supports, inspires and respects all individuals.

Employment at Newhouse is solely based on a person's aptitude, qualifications and professional competence. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

TO APPLY

Send your resume and cover letter to Courtney Thomas [courtney@newhousekc.org].

Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.

I have read and understood the duties and expectations as described in this position description.

Employee Name

Date