

JOB DESCRIPTION

Position: Generalist, Human Resources – P/T 20 hours

Reports To: Associate Executive Director, Finance and Administration

Supervision exercised: None

Company: Center for Living & Working, Inc. (CLW) is located in Worcester, Massachusetts and is a 501 (c)(3) non-profit agency founded in 1975 by a core group of young adults with disabilities. CLW is a consumer-directed, multi-programmed, multifaceted agency, dedicated to the empowerment of all persons with disabilities to live as independently as possible. CLW provides four core services: Advocacy, Skills training, Peer support and Information and Referral.

Exempt or Non-Exempt Status: Non-Exempt

Responsibilities:

- Overall responsible for the human resource function for the organization.
- Responsible for overseeing Performance Management system, including trainings to management, revising (as needed) performance evaluation tool, policy revisions and working in collaboration with Finance regarding budgetary compliance.
- Assist with policy development and documentation.
- Responsible for Recruitment, both internally (postings) and externally (placement firms and direct advertising); training management staff on interviewing techniques.
- Assist with New Employee Orientation, including supervisory involvement, content and scheduling.
- Provides assistance and guidance to Finance as it relates to benefit administration.
- Maintain current on Human Resource/employment law issues affecting CLW.
- Provide guidance to staff and management on policy and legal matters affecting employment, including but not limited to sexual harassment, internal investigations, reasonable accommodations, etc.
- Responsible for coordination of disciplinary matters within CLW; ensure consistent application of policy across departments.
- Responsible for Employee Relations issues within CLW, including discipline, investigations, personnel policy administration, performance management, etc.
- Develop and present individual and group training programs for management personnel relating to employee matters.
- Conduct annual employee satisfaction survey and make recommendations based on results.
- Responsible for employee safety, welfare, wellness and health, and participate on the safety committee.
- Responsible for employment and compliance to regulatory concerns.
- Conduct Exit interviews.
- As authorized by Chief Executive Officer or Associate Executive Director, Communicate with assigned counsel/insurer for the organization.

- Attend meeting and trainings as required.
- Represent CLW at unemployment hearings and other hearings as appropriate from time to time.
- Assist with the maintenance of CLW personnel and medical files.
- Other duties as may be assigned from time to time.

Essential Functions:

This position requires frequent communication (orally and/or in writing) with staff, business partners/vendors and other third parties;

This position requires the ability to conduct individual and group presentations;

This position requires the ability to understand the legal requirements of human resource management and employment law and to be able to assess, evaluate, plan, negotiate and draft language regarding the impact upon staffing, policies, budgeting, planning and benefit administration.

This position may require the ability to travel within service area and beyond as needed;

This position requires the ability to use office machinery, including calculators;

This position requires the ability to remain in a stationary/standing position for extended periods of time;

This position requires the ability to maintain strict confidentiality.

Preferred Qualifications:

Education

Bachelor's Degree in Human Resources, Labor Relations or Business Administration with a concentration in human resources; Master's preferred.

Experience

A minimum of 5 years of experience in human resources.

Possess the ability to:

Work independently and as a team member

Work effectively with individuals with diverse disabilities and cultures

Prioritize and meet deadlines

Problem solve

Provide guidance and leadership

Familiarity with:

Independent Living issues and philosophy;

Civil rights for individuals with disabilities;

This job description is subject to change at any time.

Individuals with disabilities strongly encouraged to apply